



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Job Title: Regular Full-Time Change Management Analyst **Posting Number:** 005340

Department: Corporate & Finance Services **Branch:** Information Technology Services

Location: City Hall

Posting Start Date: 2025/06/02 **Posting End Date:** 2025/06/16 by 4:30p.m.

Employment Group: CUPE 251 **Salary Grade:** 08, \$38.67 - \$42.96 **Standard Weekly Hours of Work:** 36.25 **Shift Work Required:** No

Job Description

Reporting to the Digital Adoption and Transformation Manager, or designate, be responsible for supporting change and transformation initiatives across the City and providing guidance and advice to project teams.

Responsibilities:

- Provide guidance regarding organizational change management processes and best practices (e.g., timing of communication and stakeholder engagement activities and training)
- Work with project teams to ensure Organizational Change Management (OCM) methodologies are applied to support ongoing initiatives
- Serve as a change champion, identify risks, and develop strategies to mitigate resistance throughout the change process
- Coordinate stakeholder communication, engagement activities and develop informative and engaging communication materials
- Coordinate with subject matter experts to develop training content, create supporting materials, and manage project activities and communications

- Perform evaluation of change activities to assess stakeholder awareness, readiness, and adoption
- Other duties as assigned
- Support and demonstrate the City of Oshawa's core values of Authenticity, Courage, and Trust

Requirements:

- Demonstrated knowledge and skills normally associated with a four (4) year University Degree in Business, Psychology, Social Science along with a minimum three (3) years of relevant experience supporting organizational change management initiatives or an equivalent combination of relevant education and experience
- Knowledge of Organizational Change Management (OCM) principles, methodologies and tactics
- PROSCI certification is an asset.
- Advanced computer skills and experience with Microsoft Office Suite, OneDrive, SharePoint, Canva, Adobe Captivate, Learning Management Systems, and similar applications
- Excellent diplomacy, influence, facilitation, and people management skills
- Ability to adapt to ambiguity and frequent changes to project timelines and assignment deadlines
- Experience in developing training plans and training materials and facilitating meetings and working groups
- Excellent analytical skills and attention to detail
- Excellent written and verbal communication skills

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

Apply online: <https://oshawa.jobs.net/jobs>

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

City of Oshawa employees need to apply through the intranet (iConnect) in order to be considered as an internal candidate. All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.