



*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.*

**Vacancy:** Regular Full-Time Change Management Specialist

**Posting Number:** V-208-25

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

**Location:** City Hall

**Posting Start Date:** 2025/09/08 **Posting End Date:** 2025/09/21 by 4:30p.m.

**Employment Group:** CUPE 251 **Salary Grade:** 10, \$43.01 - \$47.78

**Standard Weekly Hours of Work:** 36.25 **Shift Work Required:** No

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### **Job Description:**

Reporting to the Digital Adoption and Transformation Manager, or designate, the Change Management Specialist will be responsible for leading transformation initiatives across the City. The Change Management Specialist will work with a diverse group of stakeholders to implement change and ensure the successful adoption of technology-related projects. This role will support teams in navigating complex change by providing subject matter expertise, developing tailored strategies, and being an exemplary ambassador for change.

### **Responsibilities:**

- Devise and implement organizational change management (OCM) strategies to support the transformational initiatives
- Cultivate and maintain trusting relationships with a diverse group of internal and external stakeholders.

- Ensure OCM methodologies are applied to support ongoing initiatives
- Act as a change champion, identify risks, and develop strategies to mitigate resistance throughout the change process
- Develop stakeholder communication, engagement activities and create informative and engaging communication materials
- Collaborate with subject matter experts to develop training content, create supporting materials, and manage project activities and communications
- Evaluate change activities to assess stakeholder awareness, readiness, and adoption
- Perform 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, or Social Sciences, and a minimum of six (6) years of relevant experience supporting organizational change management (OCM) initiatives. An equivalent combination of relevant education and experience will also be considered
- Knowledge of 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
- Exemplary 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

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

### **What the City Offers:**

- Competitive salary
- Comprehensive benefits package
- Pension (OMERS)
- Professional development opportunities and/or education reimbursement
- Paid professional association membership for certification maintenance
- Free on-site parking

- Hybrid work
- Employee perks and wellness programming

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.

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.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. 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.*