

## JOB OPPORTUNITY NOTICE

### Staff Development Officer PASS Grade 5 \$75,624 - \$85,115

The incumbent will be responsible to provide support, leadership, consultation, and expert advice in the delivery of system-wide staff learning programs. The incumbent will develop, deliver, and evaluate invitational high-impact learning programs for all employee groups across the school board that support the strategic directions of Hamilton-Wentworth District School Board. Collaborating with senior leaders in the research, development, and delivery of new program and supports for leadership and organizational development, this role will strive to always fulfil the professional development needs of diverse adult learners.

#### **Duties include but are not limited to:**

- Develop and deliver face-to-face learning programs in the areas of leadership, change management, Human Resources skills and other topics as required
- Design, implement and maintain an enhanced employee orientation program that includes both online and face-to-face learning components
- Develop and manage eLearning programs and tools that support all staff
- Complete ongoing research into creative and innovative new learning opportunities for staff in alignment with HWDSB strategic directions
- Collaborate with leadership teams in Learning Services and Support Services to design and deliver training that is tailored to their unique needs
- Consult and collaborate with union groups to support their ongoing professional development requirements
- Collaborate with the Staff Development team on the organizational administration of the Hamilton-Wentworth District School Board AQ program
- Monitor and track staff development budgets and costs
- Act as a representative for the Staff Development Department when required

#### **Qualifications:**

- University degree in a related field (Human Resources Management, Education, etc.) and post-secondary education (certificate/courses) in Adult Learning or approved equivalent as determined by the Board

- Minimum five years of progressive experience, preferably in an educational and unionized environment
- Experience with the development and delivery of staff development, as well as demonstrated skills in presentation and facilitation
- Strong organizational, planning, and problem solving skills
- Demonstrated ability to work and thrive in a fast-paced environment and respond effectively to competing demands and deadlines
- Strong communication and interpersonal skills to engage and work effectively with multi-disciplinary groups of stakeholders
- Availability and flexibility to work outside of regular business hours when required

**Deadline for submission is 4:00 p.m. on Monday, June 25, 2018.**

**Interviews will be held on July 4 and 5, 2018.**

Please apply to:       Melanie Kivell, Human Resources Officer  
Hamilton-Wentworth District School Board  
20 Education Court, P.O. Box 2558  
Hamilton, Ontario L8N 3L1  
email: [mycareerPASS@hwdsb.on.ca](mailto:mycareerPASS@hwdsb.on.ca)

Applicants are thanked in advance for their interest; however, only those who have been short-listed for an interview will be contacted. Accommodation for applicants is available in the recruitment process.