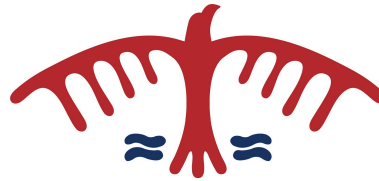




INTERNAL JOB POSTING



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	Lead, Organizational Development Administration
Position Status:	Permanent, Full-time Non-Union
Department:	People & Culture (P&C)
Supervision Received:	Manager, Organizational Development
Supervision Exercised:	N/A
Location:	Sault Ste. Marie or Brampton, ON
# of Positions:	1

PRIMARY FUNCTIONS:

- | | | |
|----|---------------------------------------|-----|
| A. | Organizational Training & Development | 40% |
| B. | Talent Management | 40% |



C. People & Culture Projects	10%
D. Other Duties	10%
TOTAL	100%

The Lead, Organizational Development will report to and work alongside the Manager, Organizational Development in analyzing complex climate and culture issues, designing, developing and implementing strategies to support institutional goals, and promoting an inclusive environment. The Lead assesses development needs, and designs, creates and delivers comprehensive training programs, including individualized coaching, and department/area-specific and general curricula. The Lead will conduct fact-findings to identify climate and culture barriers, and build partnerships with key members of the Algoma University community, such as the Department of Equity, Diversity and Inclusion, to create culturally responsive and inclusive practices and processes.

The Lead, Organizational Development coaches, consults and partners with leaders in the development of learning experiences that are customized to develop capacity to meet departmental and institutional needs.

The Lead, Organizational Development understands the importance of ongoing investment in people and actively works to support exceptional employee experiences that achieve results aligned with Algoma's strategies and commitment to equity, diversity, inclusion, decolonization, and Indigenization.

RESPONSIBILITIES:

A. Organizational Training & Development (40%)

- Partner and collaborate with leaders to recommend, create, and execute dynamic learning initiatives that meet the changing needs of the institution.
- Develop growth plans and programs by conducting assessments of various organizational aspects including, but not limited to, systems, processes, programs, and policies through data analytics, surveys and interviews with key members of the Algoma University community.
- Formulate recommendations and present action plans based on identified gaps and opportunities.
- Establish a comprehensive method of tracking required training and maintaining metrics to monitor individual and departmental compliance.



- Effectively apply methodologies, analytics and tools to understand, analyze and create solutions addressing complex institutional problems.
- Guide business leaders concerning people matters involving organizational effectiveness, training, change management, and other related matters.
- Track and evaluate the efficacy of all programs initiated by the Organizational Development team.
- Create development programs/initiatives that meet the professional goals of individual employees, while supporting the organization's overall objectives.
- Implement a system for tracking and evaluating the effectiveness of professional development programs.
- Ensure all organizational programs and initiatives align with regulatory compliance and Algoma University's strategic directions, and its values and commitments, including goals related to equity, diversity, inclusion, Indigenization and decolonization.

B. Talent Management (40%)

- Manage custom learning requests and institutional development.
- Consult with managers and leaders to assess performance issues, and design and deliver learning solutions and interventions that address the department's needs.
- Design, execute and manage a comprehensive performance appraisal program directed at managers across the institution.
- Assist managers with their annual goal-setting exercises, ensuring complete coverage of all eligible (administrative) employees.
- Position performance conversations as an ongoing and essential part of employee growth, development, and progress within Algoma University.
- Collaborate with the Labour Relations team in supporting managers in addressing performance issues
- Design, execute and maintain a Talent Management program, including building a skill and competency inventory.
- Develop strategies for identifying and developing high-potential talent, including creation of succession plans.
- Collaborate with the Talent team to build an internal mobility program, and ensure smooth execution of lateral and vertical movements within the institution.

C. People & Culture Projects (10%)

- Collaborate with applicable employees and departments on projects supporting the development and implementation of relevant programs, procedures, and process improvements.
- Alongside the Specialist, People & Culture Systems, build a data analytics platform



that aids in measuring and enhancing performance for all People & Culture portfolios.

- Execute other projects as assigned by the Manager, Organizational Development.

D. Other Duties (10%)

- Act as a backup for team members, as required.
- Support other team initiatives and duties, as assigned.

WORKING CONDITIONS:

Physical Effort	<i>Minimal</i> Work activities involve alternating positions which cause little physical effort
Physical Environment	<i>Minimal Physical</i> Minimal exposure to unpleasant/disagreeable conditions
Sensory Attention	<i>Considerable</i> Work requires a frequent need to concentrate on a variety of sensory inputs for a lengthy duration requiring diligence and attention
Mental Stress	<i>Considerable</i> Work activities are performed in an environment with frequent exposure to mental stress

MINIMUM QUALIFICATIONS

- Undergraduate degree in Business Administration, Human Resources, or a related discipline, and a minimum of three (3) years of experience in increasingly responsible positions in the field of People & Culture, or an equivalent combination of education, training, and experience is required.
- A minimum of two (2) years of experience in adult education and/or organizational development, or other related discipline, is required.
- Formal training or certification in organizational development or coaching is required.
- Demonstrated knowledge and application of inclusion, diversity, and equity concepts is



required.

- Experience working with Indigenous communities, with demonstrated knowledge of Indigenous ways of knowing, understanding, and being is considered an asset.
- Certified Training & Development Professional (CTDP), Certified Talent Management Professional (CTMP) or any recognized relevant certifications are considered assets.
- Certified Human Resources Professional (CHRP) designation is considered an asset.
- Experience working with learning management and Human Resources Information systems.
- Sound understanding of people management, change management, leadership development, and employee engagement.
- Demonstrated experience using a consultative and collaborative approach in building relationships.
- Critical thinking, conflict management, and project management skills.
- Ability to maintain privileged and confidential information.
- Ability to balance competing priorities and prioritize activities in a fast-paced environment.
- Excellent use of technology for collaboration.

Salary Scale: \$81,251 to \$101,564 annually

**To learn more about this opportunity, including information re: how to apply,
please click [here](#).**

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.