

Learning and Development Consultant

The Ontario Clean Water Agency (OCWA) believes in Our Communities, Our Environment and Our People. As a trusted partner to municipalities, First Nations communities, businesses, governments and institutions across Ontario, we provide our clients with total solutions in water and wastewater. We are dedicated to working closely with our clients to help them build healthy, sustainable communities and organizations, and provide safe, reliable drinking water to thousands of Ontarians each day.

In this role, you will:

- Coordinate and deliver OCWA's onboarding program for regional staff.
- Conduct needs assessments to determine emerging skill or competency requirements/gaps for staff.
- Utilize a training matrix to identify needs or gaps in employee training and ensure that employees are completing required training by position type and required qualifications.
- Consult/liaise with other departments, regions and subject matter experts to identify and support the development and delivery of training programs to compliance, operator certification and health & safety requirements.
- Lead projects for the design and development of training standards, training programs, industry-specific courses, and/or events that meet identified training needs.
- Provide input to the development of learning measurement and training evaluation methods and tools by assessing learning results, and evaluating instructional effectiveness and impact to ensure high-quality and effective learning outcomes.
- Support regional operations by participating in audits, by providing records and reviewing audit action items to identify any gaps that could have training implications and develop training plans to address gaps.
- Undertake frequent overnight and extended travel to locations within the assigned region of the province, including to rural and remote areas.

Location: Anywhere in Northern Ontario, Anywhere in Southern Ontario, Anywhere in Eastern Ontario

What's in it for you?

- Flexible learning and development opportunities.
- Opportunities for career advancement and specialization with the largest provider of water and wastewater services in Ontario.
- Work with the partner of choice for more communities than any other water and wastewater service organization in Ontario for over 25 years.
- Work with an organization committed to innovation and advanced technology.
- A defined benefit pension plan; Comprehensive Health Plan; Life and Disability Insurance.
- Maternity and parental leave top-up benefits, including for adoptive parents.

What we are looking for:

Knowledge and Skills:

- Knowledge of training and presentation techniques to provide direction/guidance to associate instructors, and provide course instruction to staff and/or external clients
- Knowledge of adult education principles/practices (e.g. learning needs assessment, program design, development strategies/methods) to lead the planning, development, delivery and evaluation of Agency training programs.
- Knowledge of planning and project management methodologies to conduct training program design and development projects.
- Working knowledge of, and experience in, water and wastewater systems, with an ability to develop and deliver training in multiple platforms, including instructor-led training, virtual classrooms, E-learning, mobile learning and blended learning formats.
- Consultation skills to establish relationships with partners, stakeholders and clients with respect to training plans and strategies to support certification of water and wastewater operators.
- Excellent ability to develop curricula that meet technical, operational and legislative certification requirements.

Interpersonal, Communication and Analytical Skills:

- Excellent oral and written communication skills to develop and deliver comprehensive technical and operational training programs, make presentations and interact with a variety of internal and external contacts.
- Interpersonal, problem-solving, project management, analytical and consultation skills to participate on various committees, facilitate and coordinate comprehensive training programs, and establish effective relationships with internal and external stakeholders while obtaining feedback on learning initiatives and materials and providing guidance to management on meeting legislated training requirements.
- Proficiency in using PC-based/networked software (e.g. word processing, graphics, spreadsheet, e-mail, internet, presentation software and virtual classroom delivery) for the production and design of high-quality training materials and the development of alternative training methods, including technology-based training.
- Ability to work effectively in a cross-functional team environment.

The OPS/OCWA Commitment to diversity, inclusion, accessibility, and anti-racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](https://www.ontario.ca/page/ontario-public-service-anti-racism-policy) < <https://www.ontario.ca/page/ontario-public-service-anti-racism-policy> > and the [OPS Diversity and Inclusion Blueprint](https://www.ontario.ca/page/ops-inclusion-diversity-blueprint) < <https://www.ontario.ca/page/ops-inclusion-diversity-blueprint> > pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](http://www.ohrc.on.ca/en/ontario-human-rights-code) < <http://www.ohrc.on.ca/en/ontario-human-rights-code> >. Refer to the application instructions below if you require a disability-related accommodation.

Visit our website at <https://ocwa.com/> to learn more about OCWA and to view all current opportunities.

Salary Range: \$69,425 - \$100,036 per annum

Additional information:

- 3 Permanent, Anywhere in Northern Ontario, Anywhere in Southern Ontario, Anywhere in Eastern Ontario

Please apply by e-mail, only, with an application or resume and a covering letter (PDF format preferred) saved as JOB ID – First Last Name, clearly, completely and concisely showing how you meet what we are looking for, and quoting **Job ID 191074 (File No. OCWA-258-22-TRA)**, by **Tuesday, November 29, 2022**, to:

Ontario Clean Water Agency
Hiring Manager: Sylvia Murcia
Attention: Human Resources
Email: jrock-alderson@ocwa.com

Only those applicants selected for further screening or an interview will be contacted.

Ontario Clean Water Agency is an equal opportunity employer

We will accommodate your needs under the Ontario Human Rights Code

www.ocwa.com