

**Senior Manager – Learning and Development**

**ACCES Employment** is a leader in connecting employers with qualified employees from diverse backgrounds. More than 20,000 job seekers are served annually at five locations across the Greater Toronto Area. As a not-for-profit corporation, **ACCES** receives funding from all levels of government, corporate sponsors, various supporters and the United Way Toronto.

We are looking for a skilled and career-oriented individual who thrives in a flexible and innovative environment. ACCES offers an excellent benefits package, a RRSP matching program, and an Employee & Family Assistance Program.

This is an exceptional career opportunity for a results-oriented team player with demonstrated skills in a very dynamic, not-for-profit organization. Reporting to the **Director, Human Resources** the position of Senior Manager, Learning and Development will be responsible for designing, developing and implementing strategic business solutions and learning opportunities while executing overall Company Learning and Development Strategy to support ACCES Employment. This is a non-unionized position.

**Duties and Responsibilities:**

- Work with the Director, HR and the leadership team to develop a comprehensive learning and development strategy
- Partner with leadership and staff to understand major learning and development needs across the organization
- Liaise with internal stakeholders to create a realistic learning and development schedule and ensure timely delivery of learning activities
- Work with the HR and procurement team to assess current external partners and source additional partners for delivery of learning activities
- Provides leadership for the design, development and implementation of engaging and effective learning solutions and programs to increase departmental performance. Ensures Learning and Development program initiatives support corporate strategic priorities
- Monitors training deliverables to ensure quality and accuracy and are aligned with all learning and development processes and standards
- Review the existing training tools and platforms to assess effectiveness and adoption
- Develop an audit process to assess compliance with mandatory training
- Conducts research on best practices and emerging tools and methods in learning and development solutions to ensure consistent approaches to the planning of programs across the organization.
- Participate in the design and roll out of the annual performance management process
- Participate in the design and roll out of the annual employee engagement survey
- Coordinates the curriculum rollout with key business partners and participating in the delivery of key training programs. Coordinates subject-matter expert participation in the design and development of both training programs and materials.
- Monitors the learning and development budget allocation and ensures that planning objectives are delivered on time and within budget and that anticipated business results are achieved

**Qualifications and Experience:**

An organized self-starter with experience and education in the following areas:

- Completion of a university degree in Human Resources or related field with particular emphasis on learning and development or a combination of education, training and experience deemed equivalent
- Minimum seven (7) years' experience in leading instructional design, development and sustainment of corporate-wide learning
- Instructional design theory and adult learning principles to deliver learning experiences through versatile approaches with focus on the organization's objectives
- Learning and development methods, tools and best practices, including planning, design, development and program management
- Analytical skills to assess the business context, strategies and issues which drive the organization's learning requirements
- Experience with delivering content through webinars
- Interpersonal skills to interact effectively with all levels of management and staff
- Facilitation and presentation skills to transfer skills and knowledge to a diverse audience through the delivery of effective training
- Experience leading and developing a team of learning and development professionals
- You have powerful problem solving skills, including strategic and analytical thinking.
- Excellent in written and verbal communication, with strong planning and organizational skills

**Skills and Competencies:**

- Attention to detail
- Influencing skills
- Interpersonal skills
- Leadership experience
- Learning & Development
- Microsoft Office
- Presentation skills
- Relationship Building/ Management
- Training
- Verbal Communication Skills
- Written Communication skills

Interested persons should send their resume with a covering letter

ACCES Employment Hiring Committee

By email: [hr@acesemployment.ca](mailto:hr@acesemployment.ca)

**Please Note: This position will be posted until it is filled. We will be reviewing resumes as they are submitted.**

**June 2017**

**ACCES Employment is an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Candidates may be requested to complete a screening video interview using Spark Hire.**

*ACCES is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff including, but not limited to, women, visible minorities, aboriginal people, persons with disabilities and persons of any sexual orientation or gender identity.*

*ACCES Employment is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.*