

Skilled Trades Ontario
Métiers spécialisés Ontario

Position Title: Human Resources Business Partner - Training Specialist

Position Type: Full time – Temporary

Position Duration: One (1) year

Location: Toronto, ON

Job Grade: 6

Salary Range: \$73,372 – \$106,304 per annum

Hours of work: 36.25 hr/week

Skilled Trades Ontario is a new Crown agency which replaced the Ontario College of Trades. It is responsible for skilled trades certification in Ontario, which includes:

- **Establishing apprenticeship programs**, including training standards, curriculum standards and certification exams
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario
- **Issuing Certificates of Qualification** in all trades with certifying exams
- **Renewing Certificates of Qualification** in compulsory trades
- **Maintaining a Public Register** of people authorized to work in compulsory trades
- **Conducting research** in relation to apprenticeship and the trades

Skilled Trades Ontario is currently seeking a Human Resources Business Partner – Training Specialist. The Human Resources Business Partner – Training Specialist plays an essential role in developing, communicating and executing Skilled Trades Ontario's (STO) vision through HR programs and practices with a focus on developing unique training programs to fulfill workers specific needs to maintain or improve job skills.

The Training Specialist designs, conducts, and organizes training programs to improve employee performance and ensure organizational productivity and is directly involved in:

- implementation and facilitation of technical, operational, and/or specialty training events and programs
- consultation and collaboration with individuals and departments on complex training issues
- assessment of training needs and objectives, and designing and developing responsive programs and initiatives
- design and development of comprehensive training plans, curriculum, and aids

Responsibilities:

- Delivers group and individual instruction and training covering a range of technical, operational, and/or management areas in a specified field
- Develops training curricula and/or recommends or utilizes vendor programs that meet instructional goals and objectives
- Formulates training outlines and determines instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops
- Selects or develops training aids, including training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works
- Coordinates or performs administrative functions necessary to deliver and document training programs
- Evaluates effectiveness of training and development programs and utilizes relevant evaluation data to revise or recommend changes in instructional objectives and methods
- Assists in analyzing and assessing training and development needs for individuals, communities, and/or university departments
- Review instructor performance and recommend improvements to program content and/or instructor presentation methods; may recruit, select, and train instructors
- Lead, guide, and train staff, interns, and/or volunteers performing related work
- Performs miscellaneous job-related duties as assigned

Labour and Employee Relations

- Provides strategic leadership on behalf of STO for the management of labour relations actions including the review and investigation of grievances, and the coordination and delivery of management responses at each stage of the grievance process, including mediation and arbitration

- Leads the investigation process on applicable employee relations investigations and provides recommendations to Leadership
- Coordinates employee separation process; conducts exit interviews, and analyzes data in order to understand turnover, report on trends to management and make recommendations for corrective action
- Supports and participates in negotiations as needed during the collective bargaining process
- Implements an employee relations strategy that provides a framework for identifying and resolving employee relations and workplace conflict problems
- Works to resolve labour relations issues in the early stages and partner with the Leadership to support complex matters and negotiations
- Accountable for providing guidance to management relative to continually improving employee performance through the performance management program. This will be accomplished through training and the application of performance management tools

HR Functional Initiatives

- Participates on special projects pertaining to HR programs or operational initiatives; these may include competency frameworks, culture initiatives, leadership development and training initiatives, engagement initiatives, operational process improvements, systems enhancements, etc. where they pertain to the specialty of compensation
- Participates in HR business and strategy planning initiatives relating to compensation
- Facilitates the execution and implementation of new compensation program initiatives, ensuring consistent core messaging and process across divisions
- Leverages HR tools and systems working to generate and interpret data analytics aimed at driving business outcomes
- Continuously strives to develop and execute process improvements across the HR function
- Maintains strong partnerships across the HR team
- This position is responsible for advising and coaching management relative to human resources compensation policies, employment law and employment law compliance

Diversity and Inclusion

- Assists in the design and implementation of diversity and inclusion programs relating to compensation

- Fosters relationships with stakeholders, provides guidance and expertise in promoting a positive working and learning culture that values diversity and fosters equity, fairness, respect, cross cultural understanding and inclusion

General Duties

- Provides advice and/or coaching on sensitive confidential and complex HR compensation issues
- Collaborates with the HR team to manage matters around compensation
- Generates reports and correspondence, as needed
- Reviews and analyzes data, in order to identify trends and make appropriate recommendations
- Participates in committees and working groups, as assigned

Knowledge of:

- Adult learning principals and methodologies specific for the working professional environment
- Relevant acts/regulations (e.g., Ontario Labour Relations Act, Human Rights Code, Employment Standards Act, Pay Equity Act, Accessibility for Ontarians with Disabilities Act) which impact the human resources function to lead the development/implementation of human resources policies/programs/training materials which align with legislation/regulations

Skills include:

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Teaching and facilitation skills
- Ability to determine training objectives
- Organizing and coordinating skills
- Ability to design, develop, implement, and evaluate training plans, curricula, and methodology
- Skill in preparing instructional aids and plans
- Proficiency in both English & French in the capacity of Speaking, Reading and Writing will be considered an asset
- Developing computer-based training for the workplace using adult learning methodologies

Qualifications:

- A combination of experience and/or post secondary education in Human Resources or a relevant discipline with course work in the Human Resources field including training-focused learning and experience
- Knowledge of Human Resources practices and principles, as well as all applicable labour, and human rights legislation
- Knowledge and ability to apply relevant legislation to the workplace policies and practices
- Strong computer skills, including Microsoft Word, Excel and PowerPoint, as well as HRIS software knowledge
- The incumbent fosters relationships with stakeholders, provides guidance and expertise in promoting a positive working and learning culture that values diversity and fosters equity, fairness, respect, cross cultural understanding and inclusion
- Excellent judgement and analytical skills to provide options and advice regarding sensitive and confidential employee matters in the area of learning and development
- Strong business acumen to align both business objectives and HR strategies with corporate goals to maximize shareholder value
- Strong leadership and coaching skills, demonstrating integrity and professionalism
- Influential, credible and persuasive, showing good judgment and demonstrating advanced communication skills
- Adept at building and managing relationships effectively and be able to gain the confidence of business leaders quickly
- The ability to multitask and to project manage initiatives to completion of new systems, as required

*Only those candidates selected for an interview will be contacted.

How to Apply: Please forward your resume, together with a separate cover letter by July 7, 2022, to careers@skilledtradesontario.ca. Only applications submitted via email will be accepted.

Be sure to quote the following competition number in the subject line of your email: STO-027-22 - Human Resources Business Partner – Training Specialist.

We thank all applicants for their interest and will contact those whose skills, knowledge, and experience most closely match the requirements of the position.

STO embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and STO's

Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to STO. We welcome applications from all qualified persons.

The Skilled Trades Ontario is an equal opportunity employer