

Learning and Development Specialist

Reports to: Director, Workforce Development

Location: Winnipeg, Manitoba

Travel: Slight, based on program requirements

Position Summary: The Learning and Development Specialist is a key member of the Workforce Development team that supports Manitoba manufacturers in ensuring they can attract, retrain, and train staff through skill development and training initiatives. The L&D Specialist will be responsible for planning, coordinating, and documenting learning and development programs that fall outside of CME-delivered core training programs and in support of the execution of the Traditional and Advanced Manufacturing Sector Council, and other skill and competency development priorities needed by Manitoba manufacturers. The successful candidate will serve as a key point of contact while supporting an enriching learning experience for employees.

Duties and Responsibilities:

A- Learning and Development program coordination

- Works with Manitoba manufacturers to determine training needs, and works with service providers, fellow sector councils, post-secondary institutions, and government to determine accessible training solutions;
- Supports the delivery of L&D programs across the organization by coordinating and executing program logistics, organizing necessary materials, and managing facility support;
- Ability to develop and deliver industry-relevant training if other options do not exist;
- Provides logistical support for training and HR events including booking rooms, technology support, materials, catering, surveys, and certificates;
- Coordinates the development and distribution of all communications to learners regarding workshops, logistics and responding to employee inquiries related to training events as well as assisting in the planning of communications in shared tools;
- Liaises with multiple learning partners, including managers, HR teams, and learning and development and talent management vendors;
- Researches, evaluates, and identifies potential learning and talent management providers;
- Researches and analyzes internal and external resources to aid in the development of the industry's L&D objectives;
- Supports the Workforce Development team in creating and implementing a yearly workforce development plan for the industry and identification of skills gaps;
- Works closely with the Training Services team at CME, applying areas of technical expertise to this department and others where beneficial to support the entire CME Manitoba organization.

B- Records keeping and reports preparation:

- Prepares and maintains L&D records, including program evaluations, attendance records, and learning schedules;
- Develops and coordinates the evaluation of training programs to monitor and improve quality and effectiveness;
- Creates, manages, and analyzes key training metrics and dashboards and tracking employee training registration, course participation and curriculum progression while ensuring accurate record keeping;
- Supports WD team by organizing of invoices, reconciling costs, sending finance requests;
- Prepares reports as needed for internal and external audiences on trends, learning outcomes, gaps in training programs for specific needs, return on investment and more.

Qualifications:

- A post-secondary degree or diploma in Business Administration, Human Resources, or other related discipline and/or equivalent work experience in the field of learning and development or human resources; a CHRP (Certified Human Resources Professional) or CTDP (Certified Training and Development Professional) would be considered an asset;
- Manufacturing industry experience is an asset. If none, you must be interested in learning more and supporting this unique sector;
- Experience with learning administration and coordination and familiar with the learning lifecycle from assessment through to evaluation;
- Experience supporting the design and development of instructor led and/or online learning materials is considered an asset;
- Proficient in Microsoft Suite, including Teams; experience with Learning Management System (LMS) and HRIS would be considered an asset;
- Experience in creating and providing timely and accurate reporting metrics;
- Ability to draw conclusions and make recommendations based on research data and findings;
- Fundamental knowledge of financial and business principles;
- Well-developed written and verbal communication skills, partnered with the ability to assist employees with operational training requests utilizing excellent follow-up skills;
- Excellent interpersonal skills to deal effectively with employees at all levels and internal/external service providers;
- Strong analytical and critical thinking skills to evaluate and make recommendations to enhance or develop new training and/or programs;
- Ability to multi-task and prioritize multiple deadlines and excel at organization in a fast-paced environment combined with a high degree of attention to accuracy and detail;
- Interest to grow in the Learning and Development and Talent Management fields.