

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

## Human Resources Generalist – Learning & Development

<b>Department:</b>	Human Resources
<b>Classification:</b>	1 Full-time, Permanent
<b>Affiliation:</b>	Non-Union
<b>Vacancy Reason:</b>	Existing
<b>Shift/Hours:</b>	Monday – Friday, 35 hours per week
<b>Salary Range:</b>	\$83,192.20 to \$92,201.20 annually
<b>Work Location:</b>	City Hall, One the Esplanade South, Pickering, ON
<b>Date Posted:</b>	May 9, 2025
<b>Deadline to Apply:</b>	May 23, 2025

### Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Human Resources Generalist – Learning & Development.

The role acts as a learning catalyst and is primarily responsible for supporting the development, organization, implementation, and evaluation of a variety of learning and development programs, events and activities, and the implementation and maintenance of the Learning Management System. The role also supports members of the management team, centralized recruitment and other functional areas of Human Resources as assigned.

### Primary Responsibilities

- Assists with the design and development of learning solutions to improve organizational outcomes; integrates interactive concepts and multiple media into the solutions.
- Plans and creates learning content independently, using eLearning and video authoring tools and following principles of Universal Design for Learning (UDL), instructional design, adult learning principles and learning styles.
- Delivers onboarding and orientation programs for new hires and internal transfers and makes amendments to the program as required. Facilitates and assists with virtual and in-person instructor-led courses.
- Leads and executes the centralized recruitment function by coordinating all aspects of assigned postings including; preparing job postings; screening resumes; administering and assessing selection tests; preparing interview packages; and scheduling job interviews. Conducts job interviews and employment reference/credential checks. Makes offers of employment to successful applicants ensuring all job specific relevant documentation is included. Issues negative response letters when required. Advises Union when applicable.
- Ensures hiring decisions made by the Interview Panel are done so in accordance with City Policies, legislation and collective agreement requirements, where applicable.
- Coordinates, maintains, and supports the organization's LMS, including user access, troubleshooting issues, creating related documentation, and analyzing and generating insightful data to support decision-making.
- Collaborates and liaises with management to assess and facilitate employee learning needs in a cost-effective manner, assessing the return on investment of the programs to ensure maximum benefit to employees and the organization.
- Conducts analysis to evaluate and measure results and impact; continually identifies improvements, modifications, and enhancements for improved impact and relevance.
- Prepares reports, presentations, and makes recommendations to HR leadership as required.
- Coordinates and administers the Unpaid Co-op Student Program, including reviewing applications, coordinating with departments and schools, obtaining approvals, scheduling interviews, issuing offers, ensuring compliance, and tracking placements and onboarding.

- Interacts and builds relationships with internal and external resources, such as key subject matter experts and learning vendors. Coordinates with external training providers, schedules trainings, and ensures compliance with legislative requirements.
- Participates in change management initiatives ensuring appropriate communication strategies are implemented.
- Reviews Action Notice Forms, verifies the accuracy of information, and processes extensions for assigned departments. Ensures required information is collected and submitted to Payroll and client departments on a timely basis.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

### Education and Experience

- Successful completion of a diploma or post-graduate certificate in Human Resources Management or a relevant field.
- CHRP/CHRL designation considered an asset.
- Three years of progressive and strategic generalist Human Resources work experience, preferably in a unionized municipal environment.
- Background in adult education, instructional design, organizational development or other relevant disciplines considered an asset.

### Knowledge, Skills and Abilities

- Demonstrable technical and professional competency in providing strategic HR solutions and proficiency in the application of relevant legislation, policies and procedures, collective agreements, insurance policies and modern recruitment methods, practices and techniques.
- Strong commitment to championing diversity, equity, and inclusion initiatives with a demonstrable understanding of their principles.
- Advanced organizational, communication (written and oral in English), interpersonal, leadership, customer service, problem solving skills, and conflict resolution skills.
- Actively contributes to the creation and maintenance of a positive work environment characterized by open communication, teamwork, respect and recognition, and trust.
- Participates in opportunities for learning and professional development.
- The ability to preserve the confidentiality of personal and other sensitive information is essential.
- Strong keyboarding skills with a high level of clerical accuracy.
- Demonstrable knowledge of personal computers and relevant software applications, HRIS/LMS systems, SuccessFactors preferred.
- Personal vehicle and possession of a valid Class G Ontario Drivers Licence is preferred. A clean driving record is preferred.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.

Compensation also includes a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

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The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or [hr@pickering.ca](mailto:hr@pickering.ca).

**Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.**

