HRMS Training & Communication Specialist

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Professional and Managerial Group

HRMS Training & Communication Specialist

HRMS Project-Human Resources

Temporary full-time from November 2021 to July 29, 2022

Hiring #: 2021-0599

Please read the Application Instructions [1] before applying

It’s an exciting time to join Human Resources as we prepare to transition to a new Human Resources Management System (HRMS) This project is a complex implementation of a cloud-based solution replacing HR legacy systems. Successful implementation will enable the organization to realize multiple benefits through improved data, automation of manual based tasks, harmonization of business processes, and enhanced reporting capabilities.

Reporting to the Manager, HRMS Organizational Change, the Human Resources Management System (HRMS) Training & Communication Specialist will be responsible for supporting the learning and communication deliverables of the HRMS project. The successful incumbent will play a key role in understanding how the new solution works from a user experience perspective and translating that experience into comprehensive learning and communication content. They will also have solid experience creating such content in a way that can be delivered using a variety of platforms.

Working in consultation with the Manager, you will be responsible for:

- Develop and execute the HRMS project training plan
- Create learning solutions suitable for multiple delivery formats, ensuring that these solutions will be sustainable beyond project implementation
- Develop training content by partnering with vendor team resources, business process specialist and other U of G stakeholders to assess learning needs and evaluate training effectiveness
- Deliver training workshops using a variety of platforms to stakeholders, conduct Train-the-Trainer sessions for internal trainers and facilitate new application demonstrations sessions for employees
- The Specialist will co-develop and execute the HRMS project communications and marketing plans, draft project communications, create, post and maintain website materials
- Provide support for change management activities for the project, identify stakeholder needs and concerns, suggesting mitigation strategies where appropriate as well as incorporating change management principles into learning and communication content

Requirements of the position include:

- An Undergraduate degree in Adult Education or a related field, along with at least two (2) years related experience or equivalent combination of relevant education and experience
- Proven ability to manage multiple concurrent deliverables in tight timelines, preferably in a complex project setting
- Excellent oral and written communication skills
- Demonstrated experience engaging and collaborating with subject matter experts and stakeholders from all levels of an organization
- Experience with facilitating workshops and training, both in person and in a virtual environment
• Experience creating communication content for multiple stakeholders
• Strong organizational and time management skills
• Results/solution oriented
• Intermediate to advanced skillset utilizing Microsoft Office Suite, particularly Word, Excel, PowerPoint and Outlook, Adobe Pro, and managing website content
• Experience working with video editing software e.g. Camtasia, etc.
• Functional knowledge of HR business practices as well as knowledge of Organizational Change Management practices would be considered an asset

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Classification            P03
Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 11 01
Closing Date: 2021 12 20 (extended)


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