



People Development Advisor

Job Summary:

Reporting to People Development Manager, this position is responsible to build, influence and maintain positive and collaborative working relationships with business partners in the effective provision of employee development services, delivery and support of formal and experiential learning and recommend development opportunities that raise the professional and leadership capabilities of employees.

Key Accountabilities:

As a trusted advisor and business partner, build and strengthen relationships with business leaders and departments in order to cultivate talent through professional and leadership development conversations and services to support organizational needs, business needs, strategic workforce planning, succession, and people development.

Attend to requests from leaders related to talent development; gather pertinent information to assess, identify and recommend current and future solutions. Explain development offerings and course information for established internal and external training programs including learning objectives, pre-requisite requirements, and competency alignments.

Proactively collaborate, participate, and share best practices in supporting the HR team and business leaders in identification and development of learning and development programs through strategic workforce and future planning of work, effective questioning, research and review of trends and patterns, and identification of knowledge gaps and skill requirements for current and future of work.

Support the ongoing delivery of in-house and external vendor led professional and FortisBC leadership training sessions and programs, by leading, recommending, facilitating, and/or maintaining our offerings to employees and leaders.

Identify suitable approaches to the design and delivery of new and existing programs. Continuously demonstrating and sharing knowledge and insights with current trends, research and best practices in the field of people development throughout the various employee life cycles.

Maintain people development and succession plans, profile information and performance metrics; develop processes and procedures where necessary. Provide relevant development information. Follow up to ensure learning solutions are effectively implemented.

Work with leaders to develop bench strength in their departments, and to develop and prepare high potential and top talent employees for the next level of promotion and leadership. Assist managers with succession planning for key roles within their departments.

Continuous collaboration and partnership with HR leadership team to support cross functional needs to support the full employee life cycle in relation to cultivating talent and development.

Support negotiations of vendor relationship for programs including content development, program materials, and related contractual commitments. Evaluate, manage and hold vendors accountable to required performance standards.

Education and Experience:

Bachelor's Degree in Adult Education, Business Administration, Human Resources or a related discipline from an accredited post-secondary institution, plus a minimum of four (4) years recent and related experience. An equivalent combination of education, training and experience may be considered.

Certification in leadership courses, personality and development/aptitude testing or other related development tools are desirable.

Technical Competencies:

- Advanced knowledge of adult learning principles, instructional design, and ADDIE model/principles
- Advanced knowledge of leadership development, change management, and organizational development
- Ability to demonstrate out of the box thinking, be creative and ideate, progressive and innovative innovate
- Strong communication skills
- Strong facilitation and advisory skills
- Demonstrated ability to build trust-based relationships with all levels of the organization in order to support employee and leadership alignment with business goals and organizational strategies
- Proven track record in delivery results
- Demonstrated ability to analyse data/information, problem solve and critically think
- Demonstrated ability to make sound judgments and difficult decisions
- Demonstrated ability to establish and maintain effective working relationships and ability to influence
- Demonstrated ability to work independently and as a team member
- Demonstrated ability to prioritize and complete assignments within demanding work schedules
- Demonstrated ability to communicate effectively both verbally and in writing
- Demonstrated ability to exercise judgment, tact and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature
- Computer skills (MS Office Suite, Instructional Design Software, HRIS)

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