

Employment Opportunity

Succession Planning & Process Analyst Intern

The Township is currently looking to recruit a Succession Planning & Process Analyst Intern.

Position Description:

This position is responsible for organization-wide process documentation to ensure that the Township's leadership is optimally prepared to achieve strategic objectives and preparation for top talent for future succession needs. The SPPA Intern will work to develop strategic workforce plans that address current and future workforce challenges, proactively identify workforce requirements to execute details of strategic and operational plans, and analyze data to help determine immediate and future needs. This position must be focused on working with all levels of the organization to develop and refine organization processes to support the effective planning and implementation of municipal services and programs.

Desired Qualifications:

- Proven knowledge in the development of training plans and ability to coordinate succession planning processes/activities.
- Understanding of and ability to engage in organizational development activities.
- Background in Human Resources or Business Management.
- Computer technology skills and experience working with computerized business systems, project management software, websites and social media platforms.
- Valid Class G driver's license.

Duties & Responsibilities:

- Succession Planning: Assists management to implement succession planning by documenting organization hierarchy, job duties and competencies, and standard operating procedures.
- Document Employee Recruitment Strategy: Relays with management to document organization recruitment strategy.
- Collaboration & Communication: Works closely with management to introduce succession planning procedures.
- Employee Engagement: Identifies and lists strategies for improving employee engagement.
- Employee Learning & Development: Works with management to identify and list training needs to support employee development and succession planning.
- Process Mapping: Documents standard operating procedures and organizational processes.
- KPI Identification: Identifies and lists workforce planning KPIs.
- Conduct Background Research: Reviews strategic workforce plans. Analyzes relevant data to forecast workforce needs.
- Identify Issues & Risks: Brings to the attention of management any identified succession planning/process mapping issues or risks.

Salary shall be set at \$29.26 per hour with a 35-hour work week.

Please forward a letter of application and resume by email, in confidence, to:

Email: cao@schreiber.ca
Nathan Dias, CAO/Clerk
Township of Schreiber

This posting will remain open until Monday June 19, 2023, or until a suitable candidate is selected.

All offers for employment will be contingent upon the candidate having successfully completed a criminal background check. If you need employment accommodation, please contact us to provide your contact information. The Township of Schreiber is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted. Any personal information gathered will be used solely for application selection in accordance with the Municipal Freedom and Protection of Privacy Act.