



JOB TITLE	Manager, Learning Solutions
LOCATION	Toronto (RBC Plaza)
SALARY	Negotiable based on experience
CONTACT	Jeff Richmond
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## POSITION SUMMARY

**“Live as if you were to die tomorrow. Learn as if you were to live forever” - Mahatma Gandhi**

Training and educating are critical to our long-term success. We do it so employees know what’s required to perform their job even better. Success breeds success. We need someone who is passionate about Learning Solutions to facilitate the delivery of world-class training and education programs.

Reporting to the Director, Process Innovation & Controls, this role is responsible for planning and designing training activities for members within the Finance function and users of Oxford’s enterprise information systems globally (“learners”), while leveraging infrastructure and capabilities at our parent company’s learning department – OMERS Enterprise Learning & Development (“OMERS”).

## TO APPLY

We will need details of your career to date (a resume will do), and an email and mobile phone number that we can use to get back to you. Please apply directly at [www.nafor.com/2434](http://www.nafor.com/2434) or call Jeff Richmond at 416-238-6400 or by email at [jrichmond@nafor.com](mailto:jrichmond@nafor.com)

## QUICK FACTS?

- 1700 Employees
- One of Canada's "Top 10 Corporate Cultures"
- Value of Portfolio is over \$17 Billion
- 50 Million sq/ft of leasable space
- Global property portfolio: Canada, U.S., Europe
- Assets include: office, retail, industrial, residential and hotels
- Properties include: BCE Place, Yorkdale, Banff Springs Hotel and Hudson Yards.
- Oxford is the real estate arm of the Ontario Municipal Employee's Retirement System (OMERS)

## ABOUT OXFORD

Oxford is the real estate arm of the Ontario Municipal Employee’s Retirement System (OMERS). With over 1700 employee’s Oxford is divided into three geographic regions: Canada, the US and Europe. Assets include BCE Place, Yorkdale Shopping Centre and the Banff Springs hotel. Oxford has over \$20 billion in assets under management and owns some of the best office, retail, multi-residential, industrial and hotel real estate in the world.

## RESPONSIBILITIES

### Training Strategy Development

- Develop training strategy to document our approach to training, budget, timeline, and resource requirements, obtain management and leadership buy-in
- Conduct needs assessments to identify specific training needs, learning methodologies, and scope
- Work with department leads and Human Resources team to develop a set of role-based curriculums for our learners
- Refresh curriculums, Training Strategy and other methodology documents

### Course Design, Development and Infrastructure

- Work with functional leads, subject matter experts, and outside vendors to develop instructionally sound, interactive and engaging courses using appropriate delivery method (e.g. classroom, e-Learning, webinars) and visual aids. Training areas include technical accounting, business processes, and Oxford-specific financial applications
- Develop a robust, Oxford Finance team specific onboarding program for new hires, promotions and transfers
- Work with OMERS and IT department to identify and evaluate, procure, and implement required infrastructure to execute Training Strategy

### Course Facilitation, Evaluation and Reporting

- Coordinate training and facilitate delivery of training sessions and onboarding programs
- Develop mechanisms to register and track attendance, learning progress, and issue certificate of completion
- Develop and implement evaluation strategies for learning programs such as course evaluations, pre/post assessments
- Oversee revisions and updates to course materials to reflect changes in company policies and procedures, systems, as well as industry and regulatory changes

### Other

- Assist Director with other initiatives and projects as required
- Support consistent branding of Learning Solutions materials
- Build relationships with external vendors and OMERS Enterprise Learning & Development team

## QUALIFICATIONS:

- University Degree, major in Business/ Accounting, Information Technology, Adult Learning/ Education or equivalent
- CTP or CTDTP designation an asset
- Minimum 5 years' experience in the design and delivery of training sessions in a corporate environment
- Experience facilitating business skills courses
- Experience with e-learning and web-based learning tools
- Computer skills: MS Office Suite (Word, Excel, PowerPoint, Publisher), Adobe Acrobat Professional
- Working knowledge of accounting/ IT systems and processes
- Excellent problem-solving skills, written and verbal communication skills
- Excellent interpersonal, organizational and facilitation skills
- Project management, JD Edwards ERP (EnterpriseOne), and Oracle UPK experience an asset
- Prior experience in the real estate industry an asset