

JOB TITLE	Learning & Development Lead	JOB TYPE	Non-Contract Full-Time 1.0 FTE / 37.5 hours per week
DEPARTMENT	Human Resources, Learning and Development	REPORTSTO	Manager, Human Resources, Learning and Development
SALARY RATE	\$63,060 – \$78,826		
VISION	Quality palliative end-of-life care for all		
MISSION	To enhance the quality of life for those facing life-limiting illness, death and bereavement through patient and family-centered care, education, research and advocacy.		
SHARED ACCOUNTABILITY	In accordance with the Mission, Vision and Values, and strategic directions of Victoria Hospice, patient safety is a priority, a responsibility shared by everyone, and as such, the requirement to continuously improve quality and safety, and mitigate risk is inherent in all aspects of this position.		
GENERAL ACCOUNTABILITY	Reporting to the Manager, Human Resources, Learning & Development, the Learning & Development Lead is an integral part of Victoria Hospice’s focus on staff education and development. This role provides leadership in the development of education resources and products aimed at meeting the learning needs of staff, volunteers and students. Engaging internal and external stakeholders to develop and share learning and professional development programs is a key accountability of this position.		
KEY ACCOUNTABILITIES	<ul style="list-style-type: none"> • Coordinate and facilitate education initiatives for staff, including orientation, professional development, leadership training, communication, teamwork and wellness. • Collaborate with department heads and team leaders to identify specific training needs and goals, and design programs that align with the organization’s strategic plan and Accreditation guidelines. • Evaluate education initiatives and undertake quality improvement where identified • Contribute to the development of an Education Framework, strategies, and best practices to ensure that staff have the skills and knowledge necessary to excel in their roles. • Develop education products and resources to support staff learning and development. • Design and implement succession planning strategies that ensure the sustainability of the Education Framework and maintenance of the organization’s legacy. • Prepare written reports, course summaries, survey analysis and evaluation, to ensure that the education initiatives are effectively implemented and meeting the needs of staff and the organization. • Develop event promotion with the communications department to ensure that staff are aware of upcoming education initiatives. 		
QUALIFICATIONS	Undergraduate degree in Education or Health care. Master’s Degree is an asset. Three years’ experience developing and delivering adult education courses, workshops and professional development programs. Experience with online learning and learning management software an asset.		
CORE	<ul style="list-style-type: none"> • Excellent communications and relationship skills 		

<p>COMPETENCIES</p>	<ul style="list-style-type: none"> • Strong critical thinking and analysis abilities • Experience developing and delivering education using adult learning principles • Knowledge of current adult education theory and strategies • Demonstrated ability to organize and prioritize multiple tasks and achieve results • Experience with Microsoft Office programs as well as online teaching/learning tool(s) and learning management systems • Willingness and enthusiasm for continual learning • Ability to work effectively both independently and within a team • Physical ability to carry out duties of the position
<p>APPLICATION DETAILS</p>	<ul style="list-style-type: none"> • This is a permanent full-time position, 37 ½ hours per week. Some evening or weekend hours will be required. • The salary range is \$63,060 – \$78,826 annually plus benefits, 4 weeks annual vacation, paid statutory holidays and participation in a defined benefit pension plan. • This position may be eligible for hybrid work. • Application process: Please submit a cover letter with your resume to careers@VictoriaHospice.org. • This position is covered by the Provincial Health Officer’s mandatory COVID-19 vaccination order. As part of our commitment to the health and safety of our community, we require all employees to be fully vaccinated against COVID-19. • Victoria Hospice Society is committed to reflecting the communities we serve. We strive to ensure we are inclusive of Indigenous peoples, immigrants, racialized groups, persons with disabilities and the 2SLGBTQIA+ community.