



**GRAYMONT**

## **MANAGER, LEARNING AND DEVELOPMENT**

**LOCATION: Richmond, BC**

*As the third largest producer of lime in North America, Graymont is a private family-owned company whose 1300 employees are dedicated to meeting or exceeding our customer expectations for quality lime and limestone products. Learn more about Graymont at [www.graymont.com](http://www.graymont.com)*

*As we execute against our vision of being world-class in everything we do, we are investing in our people with the creation of a new position of Manager, Learning and Development. Reporting to the VP of Human Resources, build off our current investments in employee development and create a new function to focus, coordinate and create new sustainable learning capabilities. Translate operational development requirements needs into practical and effective programs to ensure we have the right skills and capability everywhere in Graymont to ensure we are as successful in the future as we have been in the past.*

*Please review our posting below to learn more about this opportunity and our requirements.*

### **DUTIES AND RESPONSIBILITIES:**

- In collaboration with the functional leaders assess the learning and development needs of the business, prioritize in the context of the strategy and business objectives and develop the learning and development (L&D) strategy to meet those needs.
- Participate in the implementation of our Learning Management System and take a leadership role in the use of the system.
- Provide guidance and support to initiatives that require training e.g. safety training and certification initiative.
- Participate in workshop facilitation and development initiatives as needed.
- Build and sustain a repository of training modules generated from various initiatives and leverage that knowledge across the company. Create the foundation for “Graymont Tech”.
- Provide guidance to ensure the quality, consistency and completeness of training content.
- Establish the company wide L&D calendar in consultation with other functions.
- Follow up on course/program evaluations and focus on improving the effectiveness of training content and delivery.
- Develop and implement the L&D metrics.
- Support Line and HR Managers with the Individual Development Plan (IDP) processes and outcomes.
- Help people source local training support driven by IDPs.
- Support the VP HR with the Graymont Leadership Development Programs.
- Develop reports to track our L&D expenditures and training.

### **QUALIFICATIONS:**

- A degree or diploma in Human Resources, Education, or a related field. Post-secondary education in key adult learning principles and/or certification in adult continuing education or instructional skills
- At least 10 years of experience in learning and development with several years spent leading learning and development initiatives in an organization.
- Previous experience within a multi-location industrial environment.
- Expertise in instructional design, development processes, strategies, delivery and evaluation methods for individuals and groups.



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- Strong leadership, strategic thinking, inspired coaching, interpersonal and influencing skills.
- Successful project management experience.
- Proven ability to deliver training that will motivate and capture the attention of adult learners.
- Experience working with and communicating with all levels of employees from hourly to managers in an industrial or mining setting.
- Experience with a Learning Management System
- Highly skilled with MS Office products, particularly Word, PowerPoint and Excel.
- Previous experience using multimedia tools for facilitating including web conferencing, video conferencing, audio and print.
- Outstanding written and verbal communication skills.
- Able to effectively multi-task and meet deadlines.
- Strong organization skills with ability to manage multiple assignments
- Able to work effectively in a team-oriented and collaborative environment
- Bilingual: French or Spanish an asset.
- Travel across North America is required.
- Proven track record of contributing to a safe work culture.

Please forward resumes to [jking@graymont.com](mailto:jking@graymont.com)