



NCPL INTERNAL / EXTERNAL JOB POSTING



Position: Permanent Part-Time Training and Development Specialist

Status: up to 35 hours per two week pay period (1 position)

Salary Range: Non-Union 6, \$36.630/hr - \$45.788/hr

Location: All NCPL Branches (onsite)

Posting Period: August 20, 2026 – September 2, 2026

The **Training and Development Specialist (Part-Time)** is responsible for the development, coordination, and delivery of staff learning and development initiatives across the Norfolk County Public Library system.

The position designs and facilitates training programs for staff and managers, coordinates learning opportunities utilizing internal expertise and external training providers, and ensures staff maintain required competencies and mandatory certifications.

The Specialist provides guidance and support related to training, onboarding, and HR processes, assisting managers and staff in navigating policies and procedures and triaging HR-related inquiries to appropriate leadership or County Human Resources when required.

This role supports the Library's strategic objective of building a skilled, adaptable workforce capable of delivering high-quality public services in a changing environment.

Education:

- Diploma or degree in one of the following areas:
- Human Resources Management
- Organizational Development
- Adult Education or Instructional Design
- Business Administration with Human Resources concentration

HR-related certification or coursework (e.g., CHRP courses or HR certificate) is considered an asset.

Experience:

- Minimum two years working in training delivery, learning coordination, human resources support, or workplace development.
- Demonstrated background designing and delivering training programs.
- Proven track record coordinating internal and external learning initiatives.
- Direct involvement supporting recruitment or onboarding processes.
- Familiarity administering learning management systems represents a preferred asset.
- Prior service within a public sector, municipal, or library environment serves as a definite asset.
- Solid working knowledge of library functions, services, practices, and procedures, along with proficiency operating standard library and office equipment.

Skills and Competencies:

- Strong facilitation and presentation skills.
- Knowledge of adult learning principles and workplace training practices.
- Understanding of HR processes and employment standards.
- Strong organizational and coordination skills.
- Ability to analyze training needs and recommend learning solutions.
- Strong interpersonal and communication skills.

- Ability to maintain confidentiality when handling employee information.
- Ability to manage multiple priorities and work independently.
- Strong collaboration skills when working with managers and external partners.

Working Conditions

Part-time schedule up to 35 hours biweekly, requiring flexibility for occasional evening or weekend training sessions. Regular travel between all NCPL branches requires a valid Ontario Class G licence and personal vehicle. Work occurs in active public library environments with frequent interruptions. Regular use of computers and virtual delivery tools, while maintaining strict confidentiality of employee data.

Position Description:

Reporting to the Chief Executive Officer, the Training and Development Specialist handles the following key duties:

Training Development and Delivery Designs, develops, and delivers engaging staff training programs in person, virtually, and in blended formats. Assesses organizational learning needs, creates instructional materials, and facilitates professional development workshops.

Program Coordination and Compliance Coordinates training schedules across all branches, liaising with internal leaders and external vendors. Administers the Learning Management System, tracks mandatory certifications, maintains accurate training records, and ensures compliance with legislative and library standards.

Recruitment and Onboarding Support Coordinates recruitment logistics, schedules interviews, contacts references, prepares onboarding packages, and supports accessible hiring practices under the Accessibility for Ontarians with Disabilities Act.

HR Process Guidance Serves as an initial contact for routine HR process inquiries, providing guidance on established procedures while escalating complex or sensitive employee relations matters to the CEO or County Human Resources.

Reporting Relationships

- Reports to: Chief Executive Officer
- Works closely with:
- Facilities and Operations Manager
- Collection Development and Technology Manager
- Norfolk County Public Library leadership team and branch staff
- Norfolk County Human Resources

Artificial Intelligence

Norfolk County Public Library does not use artificial intelligence tools to screen or assess applicants; every application is reviewed directly by our leadership team. Internal applicants will be considered in accordance with library policy.

The Norfolk County Public Library is an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. Should you require Code-protected accommodation, through any stage of the recruitment process, please make them known in advance.

Resumes must be submitted through email to **Richard Anderson, Facilities and Operations Manager by 4:30 p.m. August 27, 2026.**

richard.anderson@ncpl.ca

Thank you for your interest in this position. However, only those to be interviewed will be contacted.