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<b>Job Posting #</b>	2021-18
<b>Title:</b>	Lead, OACAS Learning
<b>Classification:</b>	Managment
<b>Employment Duration:</b>	Permanent, Full-time
<b>Salary Range:</b>	\$117,023 - \$135,469
<b>Location:</b>	Toronto, ON

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The Ontario Association of Children's Aid Societies (OACAS) has represented Children's Aid Societies in Ontario since 1912, providing service in the areas of government relations, communications, information management, education and training to advocate for the protection and well-being of children.

Reporting to the Director of Practice Transformation, the Lead of OACAS Learning will have direct oversight of the provincial child welfare training system, including the procurement, design, development, delivery and evaluation of training programs and tools, and the management of training infrastructure and delivery mechanisms to support effective learning and development for all sector employees. The position negotiates, manages and reports on the contractual obligations for the annual Education Service Schedule Agreement with the Ministry of Children, Community and Social Services (MCCSS). The role will be responsible for developing and maintaining constructive learning and service partnerships with all stakeholders including but not limited to Children Aid Societies and Child Well-Being Agencies, private sector partners, government stakeholders, academic institutions, community partners, and staff at the Association to support the work of child welfare.

The OACAS Learning team is located within the Practice Transformation team which also includes the Service and Equity. The Learning team plays a pivotal role in helping transform practice in the child welfare sector so that all children, youth and families in the province receive culturally appropriate family-focused service and supports.

As a key member of the OACAS Learning team, this position will support the work of OACAS by collaborating, engaging and working across departments, within a co-operative and accountable environment.

#### **Duties and Responsibilities:**

1. In consultation with agency partners and other stakeholders (government, academic institutions and other stakeholders), provides direction for the procurement, design, development, delivery and evaluation of system-wide training and learning programs which use a variety of methods, resources and tools.
2. Provides direction for and oversight of research, development, testing, implementation and review of learning resources, including competencies, curricula, competency assessment tools and learning support materials.
3. Provides leadership and oversight of the Ethical Research Review Process for researchers/institutions and other stakeholders who want to engage in research or use data related to CAS Agencies.

4. Provides strategic leadership for the coordination of linkages between academic institutions and other research bodies and CAS agencies to coordinate research in topics related to Child Welfare.
5. Provides oversight of the development and review of learning methodologies and the acquisition and management of human and technological resources for training and learning delivery.
6. Provides management of a comprehensive training evaluation/quality assurance program to assess and report on the relevance, effectiveness and impact of OACAS training programs and of the overall training system.
7. Oversees the development and monitoring of performance metrics to meet Ministry requirements and support the quality assurance program and directs the preparation of reports for the Ministry, OACAS management and OACAS publications.
8. Keeps up to date on relevant annual reports, sector developments and trends, best practices, new technologies, and emerging innovations in training and development to provide input to the annual Service Plan and to offer leadership and guidance on ways to enhance the OACAS training system and programs.
9. In preparation for annual Education Service Schedule negotiations with MCCSS, consults with OACAS departments and obtains input from consultations with CAS agencies; consolidates their input into recommended strategic directions and proposals for the annual Service Schedule
10. Negotiates the annual Education Service Schedule, monitors plan implementation, and manages the reporting process, including quarterly meetings with the Ministry
11. Develops strategic framework, including the goals and directions for the training system and develops and implements annual training plans.
12. Builds and leads a high-performing team, providing mentoring and coaching to support professional growth and development of the management team and their staff.
13. Develops and maintains strong collaborative arrangements with agency partners including chairing and/or supporting networks, committees, project teams.
14. Responsible for strengthening and managing strategic relationships with various stakeholder groups including, but not limited to, the Ministry, community partners, academic institutions, Ontario Indigenous Child and Family Well-Being agencies to plan develop and implement joint initiatives
15. Responsible for the development and implementation of policies, procedures and processes to ensure the smooth running of the training system.
16. Responsible for the training system infrastructure, identifies needs and issues, and develops collaborative working relationships with internal IT to develop and implement solutions to support the training system.
17. Works with the Director of Practice Transformation and OACAS Finance Department to develop and manage the Department's budget; develops spending forecasts, allocates resources, approves and tracks expenditures, analyzes and reports on financial performance including variance analysis, assesses the impact of in-year budget and program changes, and develops business cases, as needed, to acquire additional resources.
18. Provides direction and oversight for procurement and for development and management of vendor contracts
19. Contribute to the development of the OACAS Strategic Plan, Annual Operational Plan, Operating Policies, Standards and Guidelines
20. Fosters an environment of high performance, with an emphasis on service excellence, continuous improvement and teamwork to achieve high standards for the department
21. Creates and leads a team that reflects diversity, support differences and encourages different perspectives

22. Ensures Association's Accountability Statements including but not limited to Confidentiality, Code of Conduct, Diversity, Discrimination and Harassment policies, etc. are embodied personally, as well as and within the team
23. Perform other duties as required

### **Education and Experience:**

- Post-secondary education in Social Work, Adult Education, Business Administration or related field;
- Minimum of seven (7) years demonstrated experience leading and managing the planning, development, delivery and evaluation of adult learning programs or related experience;
- Minimum of five (5) years experiences in the child welfare sector or related field; OR
- An equivalent education and experience to successfully perform the essential duties of the job

### **Knowledge and Skills:**

- Expert knowledge of adult learning theories, principles and practices and their application to the child welfare sector
- Expert knowledge of the child welfare sector in Ontario and of best practices and trends in adult education
- Knowledge of the Child, Youth and Family Services Act
- Demonstrated understanding and experience in engaging with issues of anti-Indigenous racism, anti-Black racism, equity, inclusion and diversity and how they impact children, youth and families involved with child welfare.
- Strong change management and risk management experience
- Excellent facilitation, presentation, oral communication and listening skills to conduct consultations, focus groups, webinars
- Knowledge of adult learning program planning, design, development, delivery and evaluation, including learning-related technologies
- Understanding of program evaluation methodologies, including training effectiveness assessment, cost-benefit analysis and return-on-investment assessment
- Results-oriented with strong managerial skills including experience in program management, financial management and human resources management with an understanding of government accountability principles and agreements
- Strong change management and risk management experience
- Excellent facilitation, presentation, oral communication and listening skills to conduct consultations, focus groups, webinars
- Innovative thinker with the ability to promote continuous improvement and to lead and influence change
- An open and collaborative leadership style that promotes partnerships and builds trust
- Exceptional interpersonal, collaboration and relationship management skills to interact effectively as a team member as well as build and nurture effective working relationships with member agencies, colleagues in other jurisdictions, partners and stakeholders
- Excellent, demonstrated communication skills to write clear, concise documents such as letters, reports, business cases and other documents in response to information requests.
- Demonstrated critical and analytical thinking ability to work strategically and creatively in preparing business cases and proposals and to develop and implement strategies (both short and long term) for the department

- Strong negotiation skills and ability to foster cooperation, build consensus, gain support and influence decision making and outcomes.
- Strong contract management skills to develop, monitor, and report on annual Service Plan with Ministry stakeholders
- Demonstrated ability to manage competing demands and tight timelines
- Well-developed conceptual and analytical skills and political acuity to assess complex issues and implement or recommend effective strategies and solutions
- Project management and problem solving skills to provide direction and oversight for multiple projects and contracts with vendors
- Ability to engage and manage staff, including hiring, motivating, coaching, managing performance
- Excellent financial management skills to develop, manage and report on the Department budget
- Proficiency in full suite of Microsoft Office products

**Assets:**

- Bilingual English/French
- Experience working with Indigenous and/or francophone communities

**APPLY ONLINE at <https://jobs-oacas.icims.com/jobs/intro> by 5:00 p.m. on Friday, October 1, 2021. Please attach a cover letter and resume in one file.**

*We thank all candidates for their interest; however only those considered for an interview will be contacted.*

*OACAS is committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital / family status, sexual orientation, gender identity, aboriginal status, age or disability.*

**Accommodation at OACAS**

*We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants are required to make any accommodation requests for the application, interview or selection process known in advance by contacting the Human Resources Department at 416 987-7725. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the interview or selection process which will enable you to be assessed in a fair and equitable manner.*