

Senior Specialist, Training Design and Development - Procurement (#113542)

Employee Status: Regular
Bargaining Unit: Non-Union
Pay Range: \$91,421 - \$124,253
Location: 20 Bay Street, Toronto
Closing Date: 25-Jun-2025

Metrolinx is connecting communities across the Greater Golden Horseshoe. Metrolinx operates GO Transit and UP Express, as well as the PRESTO fare payment system. We are also building new and improved rapid transit, including GO Expansion, Light Rail Transit routes, and major expansions to Toronto's subway system, to get people where they need to go, better, faster and easier. Metrolinx is an agency of the Government of Ontario.

At Metrolinx, equity, diversity and inclusion are essential to living our values of serving with passion, thinking forward and playing as a team.

Our Procurement - Governance & Oversight Office is looking for a Senior Specialist, Training Design and Development to develop and deliver specialized procurement training to Procurement Services (PS) and business units.

What will I be doing?

- Leads the design, development, and delivery of training materials and programs for new and existing Procurement Services and other Metrolinx employees and stakeholders.
- Develops content for training materials such as videos and job-aids to align staff skills within roles and responsibilities, strategic organizational objectives and support business transformation.
- Updates training programs and works with subject matter experts to create learning outcomes and communication materials.
- Leads the development and maintenance of job-specific training for the operational roles within Procurement Services, including Senior Procurement Officers, Procurement Specialists, Buyers, and Procurement Coordinators.
- Leads the Procurement Services training strategy, including identifying knowledge gaps, assessing training needs, and developing communication materials to describe key training projects and program milestones.
- Develops working relationships with key stakeholders and collaborates with project teams to integrate organizational change management activities for the purpose of improving the delivery of procurement training.
- Acts as a "change agent" for improving the delivery of procurement training by overseeing and coordinating transformation efforts within the organization to seek out, initiate, support, and manages needed change.
- Identifies areas requiring change and takes action to improve existing circumstances, processes, and outcomes to identify opportunities, implement solutions, and measure outcomes.

What Skills and Qualifications Do I Need?

- Have expert knowledge regarding the procurement execution process including, requisition development, sourcing document creation, tender methods and contract development.

- Have a strong understanding of public sector policy and practices in the province of Ontario.
- Completion of a post-secondary degree or a combination of education, training and experience deemed equivalent.
- Completion of a designation in supply chain management, such as Certified Supply Chain Leader, or Supply Chain Management Professional, would be an asset.
- Demonstrated experience working in procurement related roles across the procurement life-cycle.
- Demonstrated experience executing procurement methods, including non-competitive, and competitive methods, such as Requests for Proposals, Requests for Tender, Requests for Information, etc.
- Experience in the Ontario Public Service, or Broader Public Sector.
- Advanced knowledge of procurement and sourcing governance processes, systems, and data functions.
- Experience developing training strategies and plans for a large organization with multiple stakeholders.
- Experience designing surveys, collecting results, and analyzing responses.
- Experience with managing a Learning Management System (LMS).
- Experience performing training needs assessments using a performance consulting, which identifies training or other appropriate intervention.
- Knowledge of principles and practices of adult education and training practices to develop materials and deliver training customized to participant competency levels.
- Knowledge of desktop publishing tools and content management systems (e.g., Articulate Storyline 2, Adobe Photoshop; and Microsoft Visio and PowerPoint) to develop training content.
- Project management skills, including work planning, monitoring and evaluation expertise to manage multiple projects with competing priorities and tight deadlines
- Interactive multimedia skills, such as editing and manipulating graphics, audio editing, video editing, and creating animations with the ability to apply these skills to create engaging learning materials.
- Written communication skills to design and write creative, high-impact content for training programs.
- Interpersonal and oral/written/presentation communication and classroom facilitation skills to deliver training to technical and business audiences.

Don't Meet Every Requirement?

If you're excited about working with Metrolinx but your past experience doesn't quite align with every qualification of this posting, we encourage you to apply. You just might be the right candidate for this or other roles. We are always looking for great talent to join our team. We invite all interested individuals to apply and encourage applications from members of equity-deserving communities, including those who identify as Indigenous, Black, racialized, women, people with disabilities, and people with diverse gender identities, expressions and sexual orientations.

Accommodation:

We value the unique skills and experiences each person brings to Metrolinx and are committed to creating and maintaining an inclusive and accessible environment. We are committed to the requirements of the Accessibility for Ontarians with Disabilities Act so if you require accommodation during the hiring process, please let our Recruitment team know by contacting us at: 416-202-5601 or email hr.recruitment@metrolinx.com.

Application Process:

All applicants must be legally entitled to work in Canada. Metrolinx will be using email to communicate with you for all job competitions. It is your responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence, we recommend that you check your email regularly. If no response is received, we will assume you are no longer interested in pursuing the opportunity. Please be advised that a Criminal Record Check may be required of the successful candidate.

For Internal applicants, with the recent implementation of the Internal Mobility Policy, the internal recruitment process has changed for non-union roles. Candidates must be in their current role for 12 months prior to applying for another role and each applicant must be in good standing (not participating in a Performance Improvement Plan). Please review all provisions of the [policy](#) before submitting your application.

Should it be determined that any background information provided be misleading, inaccurate or incorrect, Metrolinx reserves the right to discontinue with the consideration of your application.

To apply for this position, please submit your resume online through the Current Opportunities page [View the external job posting](#).

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

WE ARE AN EQUITABLE AND INCLUSIVE EMPLOYER.