



POSITION DESCRIPTION

POSITION TITLE:	Manager, ORGANIZATION AND STAFF DEVELOPMENT
DEPARTMENT:	HUMAN RESOURCES
CLASSIFICATION:	NON-UNION
UNION:	OUT OF SCOPE

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	VICE PRESIDENT, HUMAN RESOURCES
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Under the direction of the VP, Human Resources, the Manager, Organization and Staff Development (OSD) is responsible for the operation of the Organizational Development function within the Interlake Eastern Regional Health Authority (IERHA). This position serves as a key resource to the organization focused on the continuous improvement of organizational effectiveness through leadership development.

Organization and staff development focuses on systematically enhancing both the individual capabilities of employees and the overall systems and culture of an organization to improve its performance, adaptability, and effectiveness.

This role requires a high degree of professionalism, initiative, and the ability to effectively engage and collaborate with internal and external stakeholders. The position of Manager, Organization and Staff Development operates in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

Interlake-Eastern RHA is committed to responding to the [Truth and Reconciliation Commission of Canada's Calls to Action](#) and creating working environments free of racism for both clients and employees. All staff members are encouraged to seek and identify patterns of harm towards Indigenous, black and marginalized clients and employees and to take actions to disrupt any form of racism. Collectively and individually, we are growing cultural competency capacity by implementing the region's anti-racism action plan.

ESSENTIAL FUNCTIONS AND DUTIES

Through the overall guidance of the senior leadership team, the manager is responsible for the assessment,

planning, implementation and evaluation of leadership development services throughout the IERHA. This position deals with highly complex change management situations and matters that can involve significant conflict resolution skills.

Under the overall supervision of the VP, HR, the incumbent is responsible for the delivery of the following services:

- **Assessment and Planning:** Uses critical/systems thinking to anticipate and plan for the challenges and opportunities in large system changes and recommend sound change leadership strategies. Anticipates the needs of the executive team to build leadership and management capacity within the organization. In supporting leadership across the system, supports the delivery of quality health care services and the systemic and ongoing development of competent leadership and staff.

Drives the development of talent management programs and services and ensures they are integrated and aligned with the organizations overall strategic goals and direction. Is responsible for monitoring and reporting statistical and financial management information in relation to OSD.

- **Operational Oversight:** Provides overall leadership to supporting and developing leadership capacity. Works with leadership and HR to support the shaping of organizational culture. Balances requests for OSD services to ensure equitable distribution of work and, build capacity and competence within the IERHA. Ensures a consistent focus on systems thinking, acknowledging the potential impact of services, programs and interventions on provincial and community partners.
- **Organizational Development Practice:** Applies both a health care delivery and organizational lens to an evidenced-based, planned, systematic approach to improving and sustaining organizational effectiveness, aligning strategy, people and processes. Provides service to all levels of leadership within the organization. Acts as a change agent to build capacity for leading and managing across the system. Areas of responsibility include, but are not limited to:
 1. organizational and team effectiveness
 2. leadership development and training
 3. change management
 4. performance management
 5. talent pool and succession planning
 6. employee engagement
- **Develop and Maintain Partnerships:** Proactively builds collaborative relationships with all levels of leadership within the Organization, the Health Care System and external stakeholders to ensure effective support and achievement of business goals.
- **Promote Continuous Improvement:** Engages in the ongoing assessment of the organization's evolving needs for knowledge, skills and information to assist leaders in performing effectively, building capacity for the future. Proactively seeks opportunities to improve the system, performance services and processes delivered. Interprets and analyzes all relevant client information/data. Leads the design and implementation of a methodology for measuring the effectiveness of OD services.
- **OSD Training:** Designs, delivers and assesses the effectiveness of talent management and training programs created in support of IERHA executive and organizational initiatives and priorities.
- **Business Administration:** Contributes to the planning, development and evaluation of Organization

and Staff Development plans. Actively manages all OSD projects to ensure that they stay relevant, effective and stay within scope, budget, and meet timelines. Consults with internal departments and outside vendors for the provision of services not available within the team due to skill and/or resource availability.

- **Professional and Self-Development:** Participates in formal and informal self-evaluation by identifying areas of strengths and opportunities for development. Maintains general competence through current knowledge of evidence-based research, best practice and emerging trends in all areas of OSD. Develops and maintains a network of working relationships with internal clients, stakeholders and colleagues in other departments and professional associations. Participates in appropriate professional development and ongoing learning.

OTHER:

- Performs other duties as assigned.
 - Pursuant to the Health System Governance and Accountability Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.
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EDUCATION/CERTIFICATION:

- University Degree in Health Sciences, Social Sciences, Human Resources
- Post-graduate education in a related field is preferred
- Advanced education in Organizational Development (OD), Adult Education, and Project Management is preferred
- An equivalent combination of education and experience may be considered.

REQUIRED KNOWLEDGE:

- Demonstrated knowledge of Talent Management practices including but not limited to, OD, Leadership Development, Change Management, Conflict Management and Adult Learning methodologies, principles and practices
- Ability to lead and guide the implementation of transformational, system-wide OD initiatives in a complex, dynamic environment; displaying a strong commitment to customer service and achieving results
- Demonstrated strong emotional intelligence - self-awareness, self-management, social awareness and relationship management
- Excellent critical thinking and consulting skills, with a demonstrated ability to influence both internal and external stakeholders in order to deliver improved business outcomes
- Ability to proactively build and maintain collaborative partnerships across the health care system for the purpose of supporting the organization to achieve its business priorities and deliver on its strategic plan.
- Advanced knowledge of leadership development capabilities and ability to support leaders in their performance and development
- Ability to work under pressure, to meet competing demands and deadlines-
- Must have excellent interpersonal, verbal and written communication skills and possess highly effective facilitation skills.

EXPERIENCE REQUIRED:

- Must have a history of sustained results leading /facilitating the assessment, design, delivery and evaluation of large and medium-scale OD strategies in the areas of - organizational and team effectiveness, strategic planning, leadership development, change management, performance management, talent pool planning, and employee engagement - for the purpose of shaping organizational culture to meet current and future business needs.
- Proven ability to build collaborative partnerships, consult with multiple stakeholders, inter-professionally and across all organizational levels, contributing to positive outcomes.

SKILLS/COMPETENCIES:

- Demonstrated ability to function effectively as a member of a team.
- Demonstrated effective communication skills, both verbal and written, with individuals and groups.
- Demonstrated ability to adapt and apply knowledge/skills in a variety of environments cross a variety of electronic systems and applications.
- Evidence of ongoing professional development.
- Demonstrated ability to work and make decisions both independently and interdependently.
- Valid Manitoba driver’s license.
- Good mental and physical health, able to meet the demands of the position.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.
- Must be registered or eligible for registration with professional designation if and as appropriate to educational background

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Hours of work are flexible and may include evening and, night or weekend shifts as required.
- Will be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Manitoba Association of Safety

in Healthcare (MASH), Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.


- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

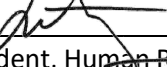
PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: September 9, 2025
Date

Revised: _____
Date

Approved by:  September 12, 2025
Vice President, CEO Date

Reviewed by:  September 12, 2025
Vice President, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.