



Municipal  
Assessment  
Agency Inc

## INTERNAL

Employment Opportunity

### **Coordinator, Human Resources & Corporate Programs** *(Management Analyst II)* Permanent

The Municipal Assessment Agency is required to provide municipalities with real property values (or assessments) in accordance with the terms and conditions of the province's *Assessment Act*. We are responsible for providing a fair and effective property assessment service to over 220 municipalities within Newfoundland & Labrador.

Location: Municipal Assessment Agency, Corporate Office, St. John's, NL.

#### **Why join the Municipal Assessment Agency?**

The Municipal Assessment Agency is committed to providing their employees with training and overall professional growth. We provide our employees with great rewards including, but not limited to:

- Comprehensive health benefits
- Flexible working arrangements
- Leave benefits
- Employee training & development opportunities
- Continuous learning environment
- Employee & family assistance program
- Challenging and interesting work

#### **The Role:**

Reporting to the Human Resources Manager, this position supports the human resources function and the Agency's corporate programs. This position provides support to various programs including, but not limited to, business process mapping, learning and development program administration, strategic initiatives, human resources programming and research.

This position is responsible for all Access to Information and Protection of Privacy Act (ATIPPA) request responses on behalf of the Agency. This involves coordinating and reviewing information to develop and compose a response as per legislation and best practices.

#### **Key Responsibilities:**

##### Business Process Reviews:

- Analyse current business processes and workflows
- Coordinate the facilitation of workshops and document information by using process maps and business process documentation
- Work collaboratively with all levels of management and employees to create consistent and efficient work flows
- Act as an advisor to management on process improvement
- Ensure standardization of all forms, training aids, tracking and approval systems

##### Information & Privacy Management:

- Responsible for coordinating all general and personal ATIPPA requests on behalf of the Municipal Assessment Agency
- Work closely with the management group on all requests and ensure legislative requirements are met
- Develop and coordinate programs and training relating to Information Access & Protection of Privacy

#### Human Resource Management:

- Employee learning & development program administration including communication and analysing training data and creating reports
- Coordinating training and events including maintaining vendor and consultant relations
- Conduct research and present reports with recommendations, as needed
- Assist with other human resources programs

#### Corporate Services Divisional Support:

- Develop and maintain a Corporate Social Responsibility Program. Engage management and employees as needed. Create and maintain program success metrics
- May be required to support office management duties

#### **Qualifications:**

- An undergraduate degree in business, human resources, commerce or a similar area of study
- Related experience in human resources management and business process reviews is required
- Experience in training and development administration is an asset
- Experience and training in access to information and privacy protection practices would be an asset
- Excellent oral and written communication skills are required including presentation skills
- Strong interpersonal, organizational, and analytical skills is required
- Must have advanced software skills. Knowledge of Microsoft Visio would be considered is an asset
- Knowledge of appraisal/ assessment practices would be an asset
- A combination of education and related experience may be considered

**Salary:** \$45,827.60 - \$50,887.20 (NAPE - CG30) *Under Review*

**Closing Date:** November 12, 2019 at 4:30pm

**Applications, quoting reference MAAI.CHC.16.2019, should be submitted to:**

**By email:** [careers@maa.ca](mailto:careers@maa.ca)

**By mail:** Municipal Assessment Agency  
75 O'Leary Avenue  
St. John's, NL A1B 2C9

**By fax:** 709-724-1529

#### Applicant Information:

- For additional information on this job opportunity, please contact Kelly Smith at 709-724-1535.
- This is a NAPE GS bargaining unit position and as per the Collective Agreement, applicants internal to the bargaining unit will be considered prior to other candidates.
- It is the responsibility of the applicant to submit an application that demonstrates the requirements.
- Applications that do not clearly demonstrate the required criteria will be screened-out.
- All applications must contain accurate contact information, including current mailing address, email address and phone number.

