

Training Coordinator, Operational Readiness - (13045)

TO APPLY VISIT: www.iamgold.com/cotegoldcareers

Role Details

Operational Readiness Tasks and support Côte Gold personal on-site prior to Commissioning during the Engineering, Procurement and Construction Management (EPCM) phase of the site:

- Establish and maintain communications with all internal/external stakeholders of the operation (workers, supervisors, department heads, IBA stakeholders, NGO organizations, colleges, etc.) to ensure training needs are identified and addressed in a timely manner and risks associated with the business are reduced in order to build and maintain a safe, cost effective, and productive operation.
- Coordinates, facilitates and ensures delivery of all Orientation training programs at the Cote Gold Site as well as any alternate orientation locations.
- Coordinates and schedules delivery of all required training programs for the operation.
- Identifies training needs for all Cote Gold department employees.
- Sources, develops and modifies training programs as required to meet the requirements of all operating departments at the Cote Gold Project.
- Prepares prior learning assessments and lesson plans for employees.
- Contributes to the research and development of training materials and ensures that the content is both relative and supportive of the Course (specifically) and the Training program (generally).
- Schedules safe and effective classroom, practical, and follow-up training in a timely manner.
- Ensures that employees are Mentored and coached in a safe, effective and productive operation on Cote Gold Mobile Equipment and Process Operation.
- Evaluates employee performance and reports findings to the Department Managers and the employee.
- Contributes to the training department yearly budget development.
- Assist the Training Lead in tracking progress of all tasks related to the Operational Readiness for the Cote Gold Project. Report any potential issues and identify mitigation plans when required.
- Ensures all training is in compliance with legislative requirements, and in conformance with company policies, and Impact and Benefit Agreements (IBA).
- Provides individual employee training and development assistance when required.
- Supports the effective implementation of corporate training and development initiatives.
- Contributes to the development and implementation of effective and comprehensive Standard Operating Procedures for interdepartmental functions.
- Participates in the periodic review & evaluation of existing equipment / policy / procedures / practices, makes recommendations, and implements approved improvements.
- Manage the employee time reporting system in Oracle to ensure trainers times are approved and entered in a timely manner.

Other:

- Support the Commissioning contractor

Qualifications

- High School Diploma
- Degree or certificate in Adult Education Instruction or equivalent work experience.
- First Aid Certification
- 7 to 10 years plus of relevant training experience preferably in the Mining\Construction\Health & Safety sector.
- Previous experience in the mining industry is preferred.
- Previous experience at a gold processing operation is an asset.
- Previous experience in a Supervisory Position required.
- Fluency in English is required and fluency in French is an asset.
- Excellent English, written and oral communications.
- High level of computer literacy in MS Windows and MS Office applications: Outlook, Teams, Word, Excel, PowerPoint.
- Well organized, works well independently and in team settings, possesses good time-management skills, and is able to work effectively under pressure.
- Strong understanding of Health & Safety.
- Strong understanding of Learning Management Systems (LMS), preferably Oracle.
- Ontario Common Core Certification.
- Previous work experience with an indigenous Impact and Benefits Agreement (IBA) would be an asset.
- Working from home on a regular basis and travel to Mine site based on the project needs. 7/7 schedule from operation commissioning and start-up.

Côte Gold was developed in partnership with the Mattagami and Flying Post First Nations. The open-pit mine is a joint venture between IAMGOLD and Sumitomo Metal Mining Co. and is operated by IAMGOLD. We are located near Gogama, Ontario, with access to stable infrastructure and strong connections with our local communities.

IAMGOLD is committed to treating all people in a way that respects their dignity and independence. Should you require any accommodation during the recruitment process or otherwise, please notify us of this when you apply and we will work with you to meet your accessibility needs.

Primary Location: Canada

Work Locations: IAMGOLD Corp, Côte Gold Division 3 Mesomikenda Lake Rd PO Box 100

Gogama P0M 1W0

Job: Operations

Organization: Cote Gold

Posting Date: October 20, 2021