



MRO Services
Airframe Maintenance - Canada
Windsor

Quick AAR information / resources

Website: aarcorp.com
Careers: aarcorp.com/careers
Email: windsorrecruiting@aarcorp.com

Learning & Development Specialist

The position

Reporting to the Director Human Resources, this role will ensure our People Leaders obtain the skills needed to better lead their teams to success. The Learning and Development Specialist will develop, implement and maintain training and provide the necessary resources to our People Leaders. The position will collaborate with departments to assess and align learning needs with business objectives. This role will also support the human resources team in the development and implementation of learning and development to support AAR's HR Vision and Culture.

Other key responsibilities include:

- Work collaboratively with AAR's Leadership Development coaches and trainers and Corporate as well as HR Leaders to develop and implement AAR's learning and development strategy
- Conduct surveys, focus groups, and benchmark studies to assess performance gaps and organizational needs
- Lead role in developing, implementing and delivering training material for People Leaders to ensure they are fully equipped with the resources and skills to successfully lead their teams
- Support the development and monitoring of Individual Development Plans and assist in identifying gaps
- Monitor and update the succession planning program for the facility including working with People Leaders to complete the 9-box model
- Deliver onboarding and orientation programs for new hires and internal transfers into People Leader roles and make amendments to the program as required
- In coordination with the HR team, support the performance management program through formal learning and development and informal day to day conversations with People Leaders. Manage the administration and reporting on the performance management program
- Cross references information from learning and development initiatives, performance management and the HR team to ensure cohesion
- In collaboration with HR and the management team, utilize change management tools and techniques to support initiatives and corporate culture

- Collaborate with management team to ensure alignment with leadership development strategy
- Support all diversity, equity and inclusion efforts
- Analyze program effectiveness through performance metrics, making data driven decisions for future enhancements
- Foster a positive and energetic environment for learning. Embed company values into learning programs to support organizational culture
- Maintain accurate records of training and development activities and provide regular reports to management
- Actively participate in AAR Windsor's Safety Management System (SMS) including reporting safety hazards and incidents encountered in daily operations; understands and promotes the company safety policy

Total rewards

As a team member, you receive:

- Comprehensive benefits package
- Profit Share
- RRSP Contribution – employee and employer
- Annual uniform and safety boot allowance
- Paid time off benefits, including 11 company paid holidays
- Third-party discounts
- Relocation assistance may be provided, if required
- Training and development opportunities and education assistance program
- Staff engagement and recognition events

Performance objectives

- **Teamwork** – collaborates with colleagues to achieve results and is also comfortable working independently
- **Change management** – strong ability to manage and adapt to change and provide strategies to support change
- **Building trust** – operates with integrity, discloses own positions, remains open to ideas, and supports others through dignity, respect, and fairness
- **Building relationships and partnerships** – develops and leverages relationships within and across teams to achieve results
- **Communication** – conveys information and ideas clearly and concisely to individuals or group in an engaging manner, helping them understand and retain the message
- **Sound professional judgement** – applied to problem solving, analyzing and timely decision making
- **Innovation** – ability to think creatively and share new ideas and concepts with team
- Tact, professionalism and diplomacy in dealing with others
- Ability to maintain a high-level of confidentiality
- Approach development with a high level of empathy, patience and understanding

Education and experience

- Diploma or degree in Human Resources, Learning & Development, Organizational Development or in a related field
- Minimum 5 years' experience in a similar role including facilitation and presentation experience

- Strong understanding of leadership theory and instructional design methodologies, and adult learning theory
- Strong ability to read, understand, and navigate complex team dynamics, helping leaders manage stress, conflict, and communication effectively
- Experience utilizing assessments, feedback and performance metrics to measure leadership development impact
- Coaching experience an asset
- Experience in a manufacturing or aviation industry considered an asset
- Advanced Microsoft Office skills including Word, Excel and Power Point

Why should you apply?

- AAR is the only aerospace / defense company on Forbes' America's Best Mid-Size Employers list.
- Our innovative and entrepreneurial culture encourages employee input in every aspect, from day-to-day activities to the company's future growth.
- Our learning and career development program affords employees a learning path with the necessary tools and resources needed to help build their career at AAR.
- We support non-profits and organizations that work to improve society in four primary areas: veterans and active military; education with an emphasis on STEM; health and wellness; and diversity / inclusion.

About AAR

AAR is an awarded global aerospace and defense company that offers employees a long-term career pathway and the opportunity to work with a great team! At AAR, our people remain our priority! We create the #BestTeamInAviation by focusing on recruitment, training, growth, engagement, and retention. AAR employees are empowered to meet their individual professional development goals through our global learning and development program, mentorship program, leadership training, continued education, networking, and much more!

Qualified applicants may email their resume to windsorrecruiting@aacorp.com up to and including **March 31, 2025**.

Please quote file #AAR-184. Please submit your resume in MS Word or PDF format.

Although all applications are appreciated, only those candidates selected for an interview will be contacted.

AAR is committed to building a diverse and inclusive workforce. We encourage applications from people of all races, ethnic origins, religions, abilities, sexual orientations, gender identities, or expressions. We are dedicated to the health and safety of our people, our customers, and the communities where we live and work.

AAR provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and/or hiring process, please advise Human Resources.