Associate, Employee Enablement, COO Office

Réquisition	R0000192686
Employeur	Banque Royale du Canada
Lieux au Canada	Toronto (Ontario, Canada)
Adresse principale	600 QUEENS PLATE DR, TORONTO, ON M9W 0A4, Canada
Publication	16 novembre 2026
Dernier jour pour postuler	14 décembre 2026
Date limite affichée	15 décembre 2026
Secteur d'activité	Marchés des Capitaux
Statut	Permanent
Horaire	temps plein · 37,5 h par semaine
Rémunération	Salarié

Le poste

The position

As an Associate on the Employee Enablement team within the RBC Capital Markets COO Group, you will support the design, development, and execution of employee engagement, learning, and cultural programming across the COO Group. Alongside this, you will contribute to the broader business management agenda through financial tracking, operational reporting, and change management support.

You will collaborate closely with COO Group leadership, HR, employee-led committees, and key stakeholders across Capital Markets to help align people priorities with business objectives and translate strategic direction into tangible programming and outcomes.

The ideal candidate is genuinely passionate about people and culture, and equally comfortable contributing to complex, fast-paced workstreams that require strong attention to detail, sound judgment, and clear communication. This is not a Finance role, but it requires comfort with financial management principles and an interest in contributing to large-scale organizational initiatives.

Responsibilities

You will support a broad range of employee enablement, workforce strategy, financial management, and change management initiatives across the COO Group. You will work both independently on defined workstreams and collaboratively across functions, building relationships with culture carriers, senior leaders, and business partners to drive meaningful employee and operational outcomes.

- People & Talent Strategy: Support the development and execution of a COO Group people and talent strategy in close partnership with HR and senior leaders. Help track talent health metrics and contribute insights into planning cycles, ensuring the people agenda stays connected to broader organizational goals.
- Change Management & Organizational Effectiveness: Support change management workstreams tied to transformational initiatives across the COO Group. Help build materials that facilitate stakeholder alignment, identify cross-functional dependencies, and contribute to efforts that promote a culture of transparency around productivity and efficiency.
- Financial Management & Budget Support: Support budget management for COO Group Engagement initiatives, including tracking expenses against approved budgets and preparing financial summaries for leadership review. Contribute to the development of business cases and forecast documents that reflect both people priorities and operational realities.

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- COO Townhalls, AMAs & Reporting: Support end-to-end planning and execution of COO Group Townhalls and Ask Me Anything sessions, including logistics coordination, agenda preparation, employee question curation, and post-event follow-up communications. Assist in producing reports and dashboards that give senior leaders visibility into engagement trends and initiative progress.
- Training & Capability Building: Help identify skill gaps across the team and coordinate targeted training opportunities in partnership with Enterprise HR Learning partners. Support the curation and delivery of upskilling programs and early talent development initiatives aligned to individual growth and business needs.
- Performance & Recognition: Support the COO Group Recognition program, including coordinating with stakeholders to identify award recipients, organizing recognition events, and contributing to the annual recognition gala. Help ensure the program celebrates contributions in a consistent, meaningful, and timely way.
- Social Events & Culture Carrier Partnership: Help design and deliver a calendar of social events that foster connection and community across the COO Group. Build relationships with culture carriers to co-create programming and amplify engagement initiatives that reflect and reinforce COO Group values.
- Workplace Design & Renovations: Provide support on workplace design initiatives and office renovation projects, acting as a liaison between employees and facilities and real estate teams to ensure employee experience is reflected in decision-making.
- Strategic Communications: Help maintain and evolve communication channels to drive engagement through curated, relevant content. Develop PowerPoint presentations, event materials, and stakeholder communications with a focus on clarity, visual quality, and audience-appropriate storytelling.

Qualifications

Must-haves

- Undergraduate degree in Communication, Business, Organizational Behaviour, or a related field; a post-graduate degree is an asset
- 2 to 5 years of experience in employee engagement, business management, change management, strategy, or a comparable role within financial services or a fast-paced professional environment
- Strong proficiency in Excel and PowerPoint, including the ability to build clear, visually compelling presentations and reports for senior audiences
- Solid understanding of financial management fundamentals, including budget tracking and expense management
- Strong written and verbal communication skills, with the ability to draft stakeholder communications and executive-ready materials
- Proven ability to manage multiple workstreams simultaneously with strong organizational skills and attention to detail
- Collaborative, relationship-oriented approach with the ability to work effectively across functions and levels
- Genuine passion for people, culture, and employee experience
- Self-starter who can work independently, prioritize effectively, and deliver within agreed timelines
- Comfort operating in fast-paced, ambiguous environments with shifting priorities

Nice-to-haves

- Experience with employee engagement platforms, internal communications tools, or HR technology
- Familiarity with RBC Capital Markets organizational structure or COO Group priorities
- Experience supporting learning and development programs or recognition initiatives
- Exposure to quantitative analysis, data visualization, or tools such as Python

Pay and benefits

We thrive on the challenge to be our best, progressive thinking to keep growing, and working together to deliver trusted advice to help our clients thrive and communities prosper. We care about each other, reaching our potential, making a difference to our communities, and achieving success that is mutual.

- A comprehensive Total Rewards Program including bonuses and flexible benefits, competitive compensation
- Leaders who support your development through coaching and managing opportunities

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- Work in a dynamic, collaborative, progressive, and high-performing team
- Opportunities to do challenging work
- Flexible work/life balance options

The expected salary range for this particular position is $90,000 - $115,000, depending on your experience, skills, and registration status, market conditions and business needs. You have the potential to earn more through RBC's discretionary variable compensation program which gives you an opportunity to increase your total compensation, provided the business meets its performance targets and you meet your individual goals.

Compétences professionnelles

Axé sur les résultats, Conseil aux clients, Développement de solutions, Gestion des relations avec la clientèle (GRC), Gestion du changement organisationnel, Pensée critique, Planification à long terme, Prise de décision, Résolution de problèmes en groupe

RBC accepte les candidatures jusqu'à 23 h 59 la veille de la date limite affichée.

Le milieu de travail chez RBC

RBC s'appuie sur cinq valeurs communes : la priorité au client, l'intégrité, la collaboration, le respect et l'excellence. Le principe Ensemble à RBC, la clé de la réussite, guide son travail. Pour l'une des plus grandes institutions financières et des plus rentables au monde, l'inclusion et la diversité des perspectives contribuent à la croissance. La banque veut permettre à son personnel de donner le meilleur de lui-même, de collaborer, d'innover et d'évoluer. Ses politiques et programmes favorisent le respect, l'appartenance et l'accès aux occasions pour tous, au bénéfice de sa clientèle et des collectivités.

Communauté de talents

La communauté de talents RBC transmet aux personnes inscrites des offres récentes, des conseils de carrière et des invitations à des activités de recrutement selon leurs intérêts.

Le portail de RBC présente les parcours professionnels et la contribution de ses équipes au bien-être de la clientèle et des collectivités.

RBC cherche à pourvoir un poste vacant et invite les personnes intéressées à postuler. L'équipe peut communiquer avec les personnes qualifiées pour examiner leur CV plus en détail.

Sur le portail de RBC, recherchez la réquisition R0000192686.

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