

# Employment and Training Consultant

<b>Employer:</b>	Ministry of Labour, Training and Skills Development		
<b>Posted:</b>	1 months ago	<b>Closing Date:</b>	April 24, 2024
<b>ES Job ID:</b>	15458	<b>Location:</b>	Sault Ste. Marie
<b>Sector(s):</b>	Other	<b>Duration:</b>	N/A

## Job Description:

Organization: Ministry of Labour, Immigration, Training and Skills Development  
Division: Employment and Training Division / Northern Region  
City: Sault Ste Marie  
Language of Position(s): English  
Job Term: 1 Temporary - 12 months with possible extension  
Job Code: 05513 - Community Development Officer 3  
Salary: \$1,336.77 - \$1,662.17 Per Week\*  
\*Indicates the salary listed as per the OPSEU Collective Agreement  
Job ID: 213155

Note: The application date has been extended to April 24, 2024.

Effective, January 1st, 2024 the correct salary range for this position will be \$1,424.64 to \$1,771.45 per week in compliance with OPSEU collective agreement provisions.

Advance your career and make a difference in the lives of Ontarians with this opportunity in the Employment and Training Division. Employment and Training Consultants are at the forefront of a changing environment working with stakeholders and assisting clients who are entering and re-entering the labour market.

NOTE: Travel is required

OPS Commitment to Diversity, Inclusion, Accessibility, and Anti-Racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Apply By: Wednesday, April 24, 2024 11:59 pm EDT

View Job Description ([https://intra.Employees.careers.gov.on.ca/PDR.aspx?](https://intra.Employees.careers.gov.on.ca/PDR.aspx?Language=English&JobID=213155)

Language=English&JobID=213155) Visit the OPS Anti-Racism Policy

(<https://www.ontario.ca/page/ontario-public-service-anti-racism-policy>) and the OPS

Diversity and Inclusion Blueprint (<https://www.ontario.ca/page/ops-inclusion-diversity-blueprint>) pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service. We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's Human Rights Code (<http://www.ohrc.on.ca/en/ontario-human-rights-code>). Refer to the "How to apply" section if you require a disability-related accommodation.

What can I expect to do in this role?

In a multi-stakeholder environment, you will:

- administer new and expanded training and employment programs
- provide program planning and support in response to emerging priorities and local labour market conditions and trends
- recommend, approve and monitor programs and financial support
- promote community employment and training programs
- provide consultation and advice to stakeholders regarding programs and services

### **Required Skills:**

Contract Management, Financial and Program Knowledge

- You have experience in effectively applying contract management principles and processes, developing service agreements, and financial monitoring techniques and controls.
- You have strong understanding of quality assurance approaches to contract monitoring and compliance.
- You have demonstrated knowledge of budget development and monitoring, forecasting techniques and sound financial practices.
- You have knowledge of the principles of community development and the range of employment and training programs that are in place.
- You have knowledge of provincial and regional economic climate and trends.

Analytical, Problem-solving and Research Skills

- You have strong problem-solving and risk management skills and the ability to work with team members to implement solutions.
- You have demonstrated research, analytical and evaluative skills to assess projects against legislation/regulatory requirements and service quality standards.
- You can operate successfully in a program delivery environment and evaluate compliance with legislative and program requirements.
- You can effectively manage difficult issues and make recommendations to address/resolve those issues.

Planning and Organizational Skills

- You can apply your planning, organizational and priority-setting skills in frequently shifting and busy program delivery work environment.
- You know how to establish priorities among multiple competing demands.
- You have experience using common computer software such as word processing, spreadsheet, presentation and database applications to track and organize work, conduct research and prepare documents.

Communication, presentation and interpersonal skills

- You have oral and written communication skill and presentation skills that includes the ability to listen, consolidate information, deliver information to different to various audiences.
- You know how to provide high quality customer service.
- You can work both independently and as part of a team.
- You have consultation and interpersonal skills to manage complex stakeholder relations and build partnerships

### **How to Apply:**

Apply Online (<https://intra.Employees.careers.gov.on.ca/Apply.aspx?Language=English&JobID=213155>)

How to apply:

1. You must apply online

(<https://intra.Employees.careers.gov.on.ca/Apply.aspx?Language=English&JobID=213155>).

2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the Writing a Cover Letter and Resume: Tips, Tools and Resources (<https://intra.Employees.careers.gov.on.ca/Docs/OPSCoverLetterandResumeWritingGuide.pdf>).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the job description (<https://intra.Employees.careers.gov.on.ca/PDR.aspx?Language=English&JobID=213155>) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please Contact Us (<https://www.gojobs.gov.on.ca/ContactUs.aspx>) to provide your contact information. Recruitment services team will contact you within 48 hours.

Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives. All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

Remember: The deadline to apply is Wednesday, April 24, 2024 11:59 pm EDT. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted