



Job Ad

Ministry: Ministry of Training, Colleges and Universities
Division: Employment and Training Division
Position Title: ADJUSTMENT ADVISOR
Duration: 1 Temporary assignment or contract up to 12 months with the possibility of extension
Location: Geraldton, Dryden, Kenora, Thunder Bay
Compensation Group: OPSEU
Salary: \$1,132.33 - \$1,400.58 (MplusM) per week*
Position Status: Open
Job Code: 3523 - Executive Officer 2 (B/U)
Schedule: 6
Category: Consulting and Planning
Job ID: 11833

Do you pride yourself on being results-oriented? Do you thrive in a complex, team-based environment? If so, then consider this opportunity with the Ministry of Training, Colleges and Universities, where you will develop and implement adjustment services under the Adjustment Advisor Program for workers, firms, sectors and communities experiencing workplace downsizing/restructuring.

Your primary role will be to negotiate and implement adjustment agreements as well as work in partnership with federal adjustment services and community agencies. You will also guide or direct communities in undertaking needs assessments and developing action plans, including the provision of appropriate services for affected workers, develop budgets and oversee financial commitments and reporting procedures. Your ability to communicate with tact and respect will be key to your success in this role. You will be required to travel within the region.

NOTE: The location of this position is negotiable within the Thunder Bay catchment area (Geraldton, Dryden, Kenora, or Thunder Bay).

Qualifications: proficiency in English as well as oral and written French at the advanced level; demonstrated communication and negotiation skills in order to implement adjustment agreements and guide and direct committees/chairs in planning for closure/downsizing; knowledge of federal and provincial training and education programs, employment insurance legislation, as well as income maintenance and support services to develop, promote, and provide advice; experience in human relations, vocational counseling or adult education; sound financial management skills to develop and manage contracts/agreements and budgets, as well as knowledge of financial accountability procedures; analytical, organizational and planning skills; ability to work independently and as part of a team to develop and manage partnerships.

Posting Date: Friday, September 12, 2008

Closing Date: Friday, September 26, 2008

Applications must be received by the end of the closing date with the Job ID number quoted.

Apply online

or send application to: Northern Recruitment Centre - Ministry of Government Services
159 Cedar Street, Suite 404
Sudbury, Ontario, P3E 6A5
Fax: (705)564-9165

Only applicants selected for interview will be contacted.

OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

**The Ontario Public Service is an equal opportunity employer.
Accommodation will be provided in accordance with the Ontario Human Rights Code.**

*Indicates that the salary listed includes the maximum plus merit, in accordance with the OPSEU Collective Agreement.

