



Job Ad

Ministry: Ministry of Training, Colleges and Universities
Division: Employment and Training Division
Position Title: EMPLOYMENT AND TRAINING CONSULTANT
Duration: 1 Permanent, 1 Temporary assignment/contract up to 12 months with the possibility of extension
Location: 28 Cumberland Street North, Thunder Bay, P7A 4K9, North Region
Compensation Group: OPSEU
Salary: \$1,122.62 - \$1,354.01 (MplusM) per week*
Position Status: Open
Job Code: 5513 - Community Development Off 3
Schedule: 6
Category: Consulting and Planning
Job ID: 11380

Do you want to make a difference in the community? Then bring your expertise to the Ministry of Training, Colleges and Universities in the role of Employment Training Consultant.

As a member of the northern regional branch, you will help deliver integrated employment and training programs and services to clients accessing the labour market. In this dynamic environment, you will provide program planning support in response to emerging priorities and local labour market conditions and trends, including issues management to pro-actively address contentious issues as well as recommend and/or approve and monitor programs and financial support. You will also administer new and expanded training and employment programs, evaluate applications and proposals, promote community employment and training programs in a multi-stakeholder environment, and provide consultation and advice to clients on the delivery of programs and services.

Qualifications: knowledge of employment and training programs as well as community economic trends in order to administer programs, present recommendations, and provide consultation services; demonstrated research, analytical skills and evaluative skills; knowledge of financial analysis, budgeting, cash flow forecasting techniques, financial record-keeping, accounting and auditing principles; proven planning, organizational and priority-setting skills in a changing environment; problem-solving and risk management skills to identify issues and resolve conflicts, and stakeholder and compliance issues; demonstrated consultative, interpersonal, teamwork and communication skills, with an emphasis on stakeholder relations; demonstrated customer service skills in a program delivery environment and experience in building partnerships; proficiency in word processing, spreadsheet, presentation and database software.

Prior to the offer of employment, in accordance with the OPS Personnel Screening Checks policy, the top applicant will be required to undergo personnel screening checks, which includes a police records check.

Posting Date: Friday, August 22, 2008

Closing Date: Monday, September 08, 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.

