



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Ad

Ministry: Ministry of Revenue
Division: Planning, Analysis & Operational Support Branch, Compliance Programs Division
Position Title: EMPLOYER HEALTH TAX SENIOR TRAINING SPECIALIST
Duration: 1 Temporary (Up to 12 Months)
Location: Hamilton, Mississauga, Oshawa, Ottawa, Toronto, Pickering, Kitchener, London, Windsor, Thunder Bay (Restricted to OPS employees living or working within 125km of the work location)
Compensation Group: AMAPCEO
Salary: \$65,444.00 - \$83,544.00 per annum
Position Status: Restricted
Job Code: 19AFA - Financial AdminAma UnitAFA19
Schedule: 6
Category: Finance and Economics
Job ID: 17101

The Ministry of Revenue, Compliance Programs Division, Planning, Analysis & Operational Support Branch, Training & Development Unit is seeking a highly motivated individual to assess, plan, design, develop, implement and deliver training for Employer Health Tax (EHT) audit staff in the Tax Offices. The training will include EHT audit techniques, refunds and any related legislation and policies.

You will: assess the implications of short and long-range training plans/objectives, and recommend the most appropriate training strategies; conduct training needs analysis; develop training materials relating to all EHT audit techniques, refunds and any related legislation and policies; research, develop, update and maintain all training modules; write/edit text, speakers notes and handouts; deliver and participate in training sessions, workshops and seminars; coordinate, monitor and evaluate the activities of the training programs in meeting business needs.

Qualifications: In-depth knowledge of Employer Health Tax Act legislation, audits and branch business systems and operational policies and procedures; research and analytical skills to evaluate training needs, assess the impact of changes in processes and determine feasibility and success of training programs; project management and organizational skills to participate on a project team and assist in planning/implementation of a variety of business improvements for tax compliance programs and audits; knowledge of adult learning and training principles/methodologies; oral/written communication skills; ability to use mainframe computer systems and ministry software.

Please note - Work location is one of the ten MoR offices listed, location will be negotiated with the successful candidate:

Locations:

Pickering(1550 Bayly St.)
 Hamilton(119 King St., W)
 Mississauga(77 City Centre Dr.)
 Oshawa(55 Athol St.)
 Ottawa(1400 Blair Place)
 Toronto(5 Park Home Ave.)
 Windsor(215 Eugenie St. W)
 Kitchener(305 King St. W)
 London(130 Dufferin Ave.)
 Thunder Bay(130 South Syndicate Ave.)

Posting Date: Tuesday, June 02, 2009

Closing Date: Tuesday, June 16, 2009

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

**Apply online
or send application to:**

Applications are accepted online only. As an equal opportunity employer, the OPS will provide employment accommodation if required. Contact the Regional Recruitment Centre at
Toll Free 1-866-260-0612, Ontario, CANADA
Fax: Faxes are not accepted at this time.

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.**