

Working Title Senior Labour Mobility Coordinator		Name	
Position ID	Reports to Position No., Class & Position Title	Ministry	
Present Class PS5	Requested Class		-
Agency (Ministry) Code	Cost Centre	Program Code (if applicable)	

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review

In fall of 2021, the Alberta Government passed the *Labour Mobility Act* (LMA) and on April 6, 2023, both the LMA and the Labour Mobility Regulation (LMR) came into force. This legislation ensures that already certified workers from across Canada have a streamlined pathway in having their professional credentials recognized to work in more than 100 regulated occupations in Alberta.

This position supports the SM in administration of the LMA and LMR, including working with Alberta’s regulatory bodies that have been delegated the authority to grant licenses/certifications to enable already certified workers to work in regulated occupations in Alberta, and this unit addresses labour mobility issues raised by certified workers coming into Alberta from elsewhere in Canada.

Job Purpose and Organizational Context (Why the Job Exists in 2 to 3 sentences)

The Senior Labour Mobility Coordinator (LMC) is responsible for managing the day-to-day implementation of the labour mobility provisions within domestic trade agreements, the *New West Partnership Trade Agreement* (NWPTA) and Labour Mobility Chapter 7 of the *Canadian Free Trade Agreement* (CFTA). The labour mobility provisions of these trade agreements directly impact the certification practices of professional regulatory bodies and multiple Government of Alberta ministries. This position is Alberta’s designated LMC, a role that all provinces have in respect to administering the labour mobility chapters contained in the domestic trade agreements.

The position is also responsible for support and ongoing oversight of the LMA and LMR. This includes working directly with regulatory bodies and the other government departments to ensure full compliance with labour mobility obligations. The Senior LMC acts to ensure that Alberta regulatory bodies adhere to the requirements as set out in Alberta’s LMA/LMR and the labour mobility provisions contained in the domestic trade agreements. The position works to ensure that all out-of-province certified workers can obtain full recognition to practice their occupation without the imposition of any unnecessary barriers or limitations.

The Senior LMC sets priorities, task assignment, deliverables and time-lines to achieve labour mobility objectives through influence (strategic partnerships) and leadership (chairing) of inter-departmental work teams and inter-jurisdictional work teams (e.g., representatives from other provincial governments and regulatory authorities). The position is also the provincial lead on labour mobility complaints from individual certified workers and other jurisdictions. The Coordinator guides, mediates and focuses communication across a number of stakeholder groups within Alberta and across Canada to resolve complex issues. This includes supporting complex government-to-government dispute resolution procedures between all parties involved in a dispute, including consultation across multiple departmental representatives in Alberta

Job Purpose and Organizational Context (Why the Job Exists in 2 to 3 sentences)

(e.g., departments with oversight responsibility of internal trade, labour mobility, professional regulatory bodies, etc.) with their respective counterparts in other Canadian provincial and territorial governments.

The position supports the work of the federal-provincial-territorial activities performed by other Government of Alberta departments responsible for work under the Forum of Labour Market Ministers (FLMM) by providing technical/speciality advice regarding labour mobility matters. The position is Alberta's representative involved in the one of four working groups under the FLMM, the Labour Mobility Working Group (LMWG) and is responsible for representing and articulating Alberta position on pan-Canadian labour mobility policy issues at the LMWG table.

The Senior LMC (PS5) supervises the LMC (PS4) and sets priorities, task assignment, deliverables and time-lines to achieve labour mobility objectives.

Responsibilities (4-6 core results and 4-6 corresponding activities)

Foster compliance with labour mobility obligations of Alberta's domestic trade agreements.

- Establish networks and lead cross ministry working groups to proactively identify and resolve labour mobility issues. Work with partners to develop a common understanding of complex issues, identifies roles/tasks required to resolve issues and guides partners through their roles/tasks to achieve issue resolution.
- Through consultation with regulatory authorities and other government departments, oversee analysis and review to determine whether exceptions to labour mobility are required to achieve a legitimate objective (e.g., protection of human health and safety) under Alberta's trade agreements; formulate recommendations for Minister/Cabinet approval on whether limitations need to be imposed on the labour mobility of specific categories of out-of-province workers.
- Pro-actively identify and monitor the risk to the Alberta government of a government-to-government panel dispute in cases where an Alberta regulatory body is non-compliant with labour mobility obligation. Notifies Senior Management as required.
- Maintain a strong knowledge base and network across regulatory bodies, other ministries, and other levels of government to monitor and assess compliance with current Domestic Labour Mobility agreements and to monitor the consequences of Alberta's Domestic Labour Mobility agreements on professions and occupational standards in Alberta.

Coordinate and mediate the resolution of labour mobility complaints from individual certified workers and regulatory bodies in Alberta with other provincial/territorial governments.

- Lead and mediate discussion across regulatory bodies and government officials to resolve labour mobility complaints and other issues related to non-compliance with labour mobility obligations of trade agreements.
- Work with the individual worker, the regulator(s), other provincial ministries within Alberta to develop strategies and approaches to resolve labour mobility complaints with other jurisdictions.
- For complaints that cannot be resolved and are tabled as formal disputes under the Dispute Resolution Chapter of CFTA, lead articulation of relevant trade policy issues under dispute and the Alberta interest and perspective on these issues.
- Develop strategies and approaches, under the guidance of the Director, to support Alberta's position and interest in the resolution of the dispute. During the formal Consultation Phase of the Dispute, coordinate communication and task completion across multiple ministries in Alberta and multiple ministries in other jurisdictions.

Represent Alberta at the federal provincial territorial working group (LMWG) responsible for overseeing the implementation of the Labour Mobility Chapter 7 of the CFTA.

- Articulate pan-Canadian policy positions on behalf of Alberta and acts on behalf of the Director, at meetings of the LMWG.
- Lead and collaborate with other federal, provincial, and territorial representatives on sub-committees of the LMWG to advance the development of policy, initiatives and projects that strengthen labour mobility across Canada.
- Establish strong collaborative and information sharing networks with government officials across the LMWG.

Lead operational implementation of the *Labour Mobility Act*.

Responsibilities (4-6 core results and 4-6 corresponding activities)

- Provide technical advice, interpretation, and educational resources to regulatory bodies (70 regulatory bodies that oversee 100 occupations) to foster and motivate alignment with legislated requirements.
- Manage and review mandatory reporting requirements to ensure the regulatory practices are in line with legislation.
- Work with individual regulatory bodies to review and adjust practices to align with legislation.
- Translate recurring issues and a focus on continuous improvement to identify and develop strategies to enhance labour mobility processes and standards across all regulatory bodies.
- Inform and support the Director's engagements on escalated and/or strategic labour mobility issues through the provision of technical expertise and recommendations etc.
- Plan and completed research and analysis activities related to leading practices and emerging trends and issues.

Supervise one LMC (PS4) and informs Unit planning and operations to reach operational goals and business priorities.

- Coordinate the day-to-day operations of the labour mobility functions of the Unit.
- Provide recommendations and insights to inform development and reporting on the annual Operational Plan for the Unit.
- Respond to a variety of queries and requests for information regarding labour mobility topics.
- Provide subject-matter-expertise to inform legislative or policy developments related to labour mobility.
- Leverage and maintain effective working relationships with a diverse range on internal and external stakeholders.
- Provide advice and recommendations to senior and executive branch and department leaders to inform their decision-making.

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; and the assistance available – thinking environment and thinking challenge

Typical problems solved:

- Fostering implementation and compliance of regulatory practices with labour mobility legislation and domestic trade agreements includes having to challenge the self-governance of Registrars who have been given authority under legislation to manage their profession. There are political sensitivities across trade agreements and divergent perspectives to navigate to seek and achieve procedural fairness; complexity is increased by the need to mediate strongly opposing views held by influential stakeholder groups on the legal requirements and obligations of the labour mobility provisions of our domestic trade agreements.
- The Senior LMC is the provincial lead on labour mobility complaints from individual certified workers and other jurisdictions. Complaints often involve highly complex issues related to legislation, regulatory registration practices and government policy decisions within Alberta and/or another jurisdiction. In cases where labour mobility complaints cannot be successfully resolved, the Coordinator, under the guidance of the Director, will work in collaboration with the responsible ministries to invoke the dispute resolution process in Chapter 10 of the CFTA.
- The Senior LMC supports complex government to government dispute resolution procedures between all Parties involved in a dispute, including supporting consultation across multiple departmental representatives in Alberta (e.g., departments with oversight responsibility of internal trade, labour mobility, professional regulatory bodies, etc.) with their respective counterparts in other Canadian provincial and territorial governments.
- The Senior LMC is required to continuously engage with others to scope out complex labour mobility issues and to often lead the identification and implementation of solutions across a broad range of stakeholders. Through influence and strategic partnerships, the Coordinator seeks to overcome or remove barriers to ensure that successful resolution/compliance is achieved.

Types of guidance available for problem solving:

Guidance for problem-solving is available from existing domestic trade agreements and legislation, established processes for complaint resolutions, terms of reference for committees, and government and department priorities. The Director and Executive Director are also available to guide escalated, strategic conflicts and issues with the potential for significant impact to the ministry or Government of Alberta. Professional experience and expertise and consultation with other internal or external stakeholders are routinely relied upon to determine effective management of issues and problems.

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; and the assistance available – thinking environment and thinking challenge

Clear insight is required to recognize the horizontal nature of issues and trends across government that could impact the labour mobility issues and identify possible issues early. The position applies excellent relationship building and communication skills, along with a high level of diplomacy and conflict resolution skills to effectively guide politically sensitive and complex files across powerful stakeholders to successful resolution. Exceptional reasoning and judgment are required to recognize trends/directions represented by a series of seemingly unrelated specific activities and events.

Direct or Indirect Impacts of Decisions

The work of this position impacts:

- implementation of labour mobility agreement and legislation to enable Alberta to have the labour force it needs to support a growing, dynamic economy. This work impacts out-of-province workers who can obtain certification to practice their occupation in Alberta with no unnecessary barriers. Domestic labour mobility ensures that Alberta employers can access certified workers across Canada and is a key contributor to Alberta's labour force strategy.
- consistent process across regulatory bodies to prevent unnecessary delays and barriers that could limit cross-jurisdictional labour mobility. The labour mobility provisions of the legislation and trade agreements directly impact the legislation and certification practices of regulated occupations across all professional licensing bodies and the Government of Alberta ministries that have oversight responsibility for these occupations.
- assurance that Alberta government departments and regulatory bodies comply with the legal obligations of the labour mobility articles under the CFTA and the NWPTA and that professional regulatory legislation drafted by the Alberta government aligns with the labour mobility provisions of our trade agreements.
- Alberta's representation on the Pan-Canadian Labour Mobility Working Group (LMWG), the federal provincial territorial working group responsible for overseeing the implementation of the Labour Mobility Chapter 7 of the CFTA. This position helps to articulate pan-Canadian policy positions on behalf of Alberta.
- resolution of labour mobility complaints and other issues related to non-compliance with labour mobility obligations of trade agreements.
- multiple stakeholder groups' knowledge of the intent and requirements of the NWPTA and CFTA and the *Labour Mobility Act* and Regulation through the provision of advice, communications, and educational resources.
- identification and achievement of the Unit's labour mobility priorities and strategies.

Key Relationships - Major stakeholders and purpose of interactions

Internal

- Director and Executive Director – Provide technical and operational expertise; provide updates and reports on labour mobility priorities and current issues; inform planning and priorities related to the Unit's labour mobility responsibilities; escalate issues as needed and participate in addressing emerging issues; represent the Director as needed in meetings and/or projects or committees etc.
- Unit and Branch staff – Provide guidance and operational leadership/supervision to a LMC (PS4) regarding labour mobility activities; coordinate resources for specific initiatives; lead specific initiatives.
- Other Ministries (Manager, Directors, Executive Directors) – Provide subject-matter-expertise and communications on labour mobility topics to align their responsibilities with the Labour Mobility Act, Chapter 7 of the CFTA and the NWPTA; collaborate on joint initiatives; collaborate on joint-initiatives.
- Policy and Legislative and/or Legal Services – Provide subject-matter-expertise to inform the development of policy and legislation.

External

- Professional Regulatory Bodies (Registrars, Executive Directors) - Develop relationships, lead and influence action to resolve issues and ensure full Domestic Labour Mobility per Chapter 7 of the CFTA and the NWPTA; engage to foster alignment of processes with legislation and address specific conflicts; Develop resources as needed to support understanding of legislated requirements; coordination and medication of the resolution of

Key Relationships - Major stakeholders and purpose of interactions

labour mobility complaints from individual certified workers and regulatory bodies in Alberta with other provincial/territorial governments.

- Government staff in other Jurisdictions (Managers, Directors) – Represent Alberta in committees and relationships, leading and influencing action to resolve issues and ensure full Domestic Labour Mobility; coordination and mediation of the resolution of labour mobility complaints from individual certified workers and regulatory bodies in Alberta with other provincial/territorial governments.
- Individuals with labour mobility complaints - Coordination and mediation of the resolution of labour mobility complaints from individual certified workers and regulatory bodies in Alberta with other provincial/territorial governments.

Required Education, Experience, and Technical Competencies, certification and/or training

Education and Experience

- University graduation in a related field plus 6 years progressively responsible related experience; or equivalent.
- Experience working with labour mobility topics.
- Experience working with regulatory environments.

Technical Competencies, certification and/or training

- Expert knowledge of domestic labour mobility environment both within Alberta and across Canada to identify how labour mobility policies, processes and frameworks may be affected in the short, medium and long-term by broader trends.
- Expert knowledge of the issues related to the interpretation and implementation of the labour mobility provisions of domestic trade agreements (CFTA and the NWPTA) and the *Labour Mobility Act*.
- In-depth knowledge of provincial and federal relationship dynamics and their impact on labour mobility.
- Ability to integrate in-depth knowledge of underlying issues, the political environment and potential risks when considering possible opportunities for action.
- Advanced understanding of government mandates, decision-making and policy development process/procedures, and legislative/committee processes.
- Advanced knowledge of the professional regulatory legislation and policy development processes employed by ministries in the Alberta, federal and other provincial governments.
- In-depth knowledge of professional regulatory legislation, practices and standards related to the registration of out-of-province certified workers.
- Sound knowledge of government strategies and policies related to the Alberta economy, labour market needs and professional regulation.
- Political acumen including the ability to exercise independent judgement and develop and balance priorities among critical and everyday issues.
- Foresight and the ability to act proactively.
- Advanced skill to develop and maintain strong relationships and connections with government representatives and stakeholders in Alberta and other jurisdictions to identify key underlying issues and develop actions and strategies to resolve these issues.
- Excellent strategic thinking and communication skills to influence and lead actions and change in independent stakeholders (e.g., other government departments and professional regulatory bodies).
- Skill in creative and innovative problem-solving skills in finding new solutions, often under pressure of competing interests and timelines, to achieve the goal of full domestic labour mobility while still maintaining appropriate professional licensing standards.
- Ability to adapt quickly to rapidly changing environments and mobilize internal and external resources.
- Ability to establish and build upon accountability, credibility and strategic relationships when working with clients.

BEHAVIORAL COMPETENCIES (3-5) / APS Competencies – how they are demonstrated

BEHAVIORAL COMPETENCIES (3-5) / APS Competencies – how they are demonstrated

Problem-Solving Level D: Engages different perspectives and consults with involved parties to solve problems. Brings together relevant parties to address issues; influences and motivates others, such as regulatory bodies or other provinces to act in accordance with legislation and trade agreements.

Agility Level C: Proactively explains how anticipated changes will impact stakeholder processes or labour mobility initiatives. Anticipates obstacles to change and plans for next steps.

Drive for Results Level C: Manages complain processes to seek a fair and transparent and timely resolution. Considers and applies experience when making plans and adjusts as needed.

Build Collaborative Environments – Level D: Involves stakeholders in the identification and resolution of issues; promotes and engages in positive conflict resolution. Addresses issues as early as possible to reduce risk of escalation and significant impacts. Sets up processes for ongoing communication with relevant stakeholders.

BENCHMARKS/COMPARABLE POSITIONS: List 1-2 comparable GOA benchmarks

Signatures

The signatures below indicate that the manager (incumbent) and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (See Writing Guide [Page 15](#)).

Incumbent

_____	_____	_____
Name	Signature	Date

Manager

_____	_____	_____
Name	Signature	Date

**Division
Director/ADM**

_____	_____	_____
Name	Signature	Date

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.