

Working Title Workforce Resilience Officer		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry JETI
Present Class		Requested Class	
Dept ID	Program Code	Project Code (if applicable)	

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

This is a new, 2-year term position added to support the Canada-Alberta Workforce Resilience Initiative to respond to global economic changes. Federal funding has been allocated to provinces to address workforce pressures caused by the ongoing global pressures on the economy. A new Resilience Grant will be launched in April with ongoing engagement work, reporting, proposals review and grant agreements to be developed and approved for industry and employers impacted across 5 sectors (agriculture/forestry, manufacturing, transportation/warehousing, wholesale trade, mining/oil and gas).

This position focuses workforce partnerships and initiatives on specific sectors and reports to the Director of Industry and Investor Supports. The incumbent provides leadership and coordination to internal and external stakeholders around sector specific workforce issues and initiatives within the ministry, across government and throughout the province. Incumbent ensures effective delivery of sector-specific workforce development programs and activities to enhance Alberta’s competitiveness and supports workforce participation, economic growth and job creation.

Incumbent will engage with a variety of sector, internal and external stakeholders on the impacts and issues around global economic changes and pressures affecting the province. Also, will promote and support the administration of the new Canada Alberta Workforce Resilience Initiative, reviewing proposal and managing grant agreements to support sectors to address impacts, plan solutions and train workers to adapt or shift to new work realities and avoid increased unemployment. Incumbent will assess workforce development issues and trends, identifying and creating strategic opportunities, activities and projects based on sector planning. The Incumbent will gather labour market information and report activities, results and feedback from stakeholders. Through this work, the incumbent is a subject matter expert who possesses a depth of knowledge by remaining current and up-to-date on sector-specific labour market trends, outlooks and developments.

The incumbent may represent the department on various teams and committees as relevant to the role. Creates awareness of provincial and federal programs available to industry to take advantage of workforce resources and programming opportunities. Advises senior management and GoA colleagues regarding specific workforce challenges and opportunities. The Incumbent’s ability to build relationships and influence key decision makers results in collaborative workforce projects that contribute to the attainment of Ministry goals.

The work required to achieve results is complex and affected significantly by industry trends, economic fluctuations, multiple stakeholders, and priorities established in the Government and Ministry Business Plans. The work requires political acumen. The Incumbent works within the context of existing legislation, budgets, federal funding agreement, provincial priorities and Ministry processes and strategies. The incumbent reviews and provides input and ideas on workforce development to other ministries, levels of government and stakeholders.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

Work as part of a team to implement and deliver the Canada-Alberta Workforce Resilience Initiative to support Alberta industry and employers impacted by global economic shifts and uncertainty.

- Incumbent uses the available Resilience Initiative to:
 - Promote uptake to impacted sectors.
 - Review proposals submitted for alignment with program criteria and to support funding decisions.
 - Support elements of administering the initiative, including reporting and managing grants.
 - Work closely with colleagues in other branches to deliver work, identify issues, and meet the agreement terms and requirements.
 - Ensure risk around projects (industry, political, organizational, etc.) is assessed and perform cross-ministry consultations to ensure due diligence is undertaken.
- Recommend the use of programs in JETI, the broader GOA and the Federal Government to address identified workforce needs that don't align with the Resilience Initiative.
- Working with the team, develop an impacted-industry sector engagement strategy to guide outreach on resilience programming.
- Design and deliver presentations on resilience workforce information and GoA programs and resources for stakeholder groups.

Promote active collaboration between impacted sector stakeholders and provincial, and inter-ministerial bodies to support a resilience workforce response and development through more effective workforce development activities, policy and program development.

- Connect with Industry Workforce Partnerships Specialists to communicate/share labour market information and stakeholder feedback regularly and consistently, to ensure workforce policies and programs are responsive to industry needs.
- Facilitate the exchange of industry information to communicate skilled labour attraction opportunities.
- Engage industry stakeholders in projects that enable longer-term planning, through Workforce Resilience Grants and committees, to prepare for trends in workforce labour and skills shortages.

Gather, interpret, analyze and disseminate labour market intelligence and labour market information to inform the work of the department.

- Develop briefing materials, complete reporting templates, summarize ongoing work, develop presentations.
- Gather, analyze and interpret sector and labour market information to advise on upcoming trends and forecasts that impact Alberta's labour market.
- Provide input on the development and direction of Divisional Initiatives by gathering, interpreting and analyzing first-hand market intelligence gathered through contact with partners.

Senior Management is supported in achieving the mandate and goals of the Unit, Branch and Ministry on the Workforce Resilience Response.

- Provide Senior Management with advice, options and recommendations for emerging sector issues, opportunities and challenges and develop briefing materials and correspondence to ensure ministry representatives have appropriate input for decision-making.
- Establish and maintain relationships with Ministry, Government representatives and stakeholders, including providing consultation and support for issues identification and resolution.
- Represent the Unit, Branch and Ministry perspectives and objectives to working groups and committees made up of ministry, cross-ministry or external stakeholder representatives.
- Maintain the highest level of service in all interactions with stakeholders.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

The Incumbent has a direct impact on the branch's goal to address the global economic impacts on the workforce. This is achieved through the development and maintenance of key relationships, ongoing engagement, seeking and promoting

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

opportunities and partnerships that will increase the capacity of sectors to address the related workforce issues. The Incumbent's strategic and critical thinking influences the development of effective initiatives in Alberta to coordinate and support the implementation of JETI's workforce plans for skills investment, training and increasing employment opportunities for impacted workers, unemployed or underemployed Albertans and underrepresented groups.

To advance workforce development within Alberta, the Incumbent possesses the ability to anticipate and foresee sector opportunities and to capitalize on industry trends while establishing and maintaining credibility with various partners. By applying systems thinking to navigate complex, ambiguous issues that are best comprehended through research, consultation and by understanding the unique challenges faced by the impacted sectors, the Incumbent coordinates innovative, provincial-scope workforce projects with partners.

The work required to achieve results is complex and affected significantly by workforce trends, multiple stakeholders, economic fluctuations and priorities established in the Government and Ministry Business Plans. The Incumbent must be responsive and adaptable. The Incumbent will apply creative thinking while working within the context of existing economic realities, agreements, provincial priorities, and Ministry processes and strategies. The Incumbent uses in-depth workforce, sector and stakeholder knowledge to brief ministerial representatives on industry workforce conditions while offering recommendations as requested. Regular status updates are provided by this position and all major projects and deliverables are subject to the review of the Director and/or Executive Director.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.

Knowledge and Experience:

- Undergraduate degree supplemented by multiple years progressively responsible experience in the industry, workforce development or related employment. Equivalencies will be considered.

Sector and Workforce Development:

- Working knowledge and experience including workforce planning and development, domestic and international sector developments, sector policies and practices, applicable legislation (i.e. Employment Standards, OHS and Labour Relations) and initiatives by other orders of government and industry.
- Experience working with employers, non-profits and industry associations and with networking with external government stakeholders on collaborative projects. Knowledge of Alberta's professional and trade associations.
- Strong experience with grant management, policies and procedures.
- Strong knowledge and understanding of the Alberta economy.
- Knowledge of Alberta workforce trends and key labour markets and labour pools.
- Knowledge and skill in engagement with stakeholders.
- In-depth understanding of sector workforce challenges.
- Knowledge of government policies and programs, both at the provincial and federal level.
- Understanding of Alberta government decision-making processes, policy directions, priorities and departmental responsibilities.
- Understanding of policy and program development processes.
- Strong use of MS Office Suite, ARTs.

Skills:

- Strong engagement skills, with the ability to communicate, negotiate, influence and develop solid internal and external relationships with stakeholders at all levels while applying analytical, problem-solving and collaboration skills.
- Demonstrates excellence by achieving results in a timely manner, sometimes with incomplete information and under tight deadlines.

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- Knowledge of project management principles.
- Commitment to service excellence.
- The Incumbent demonstrates a high degree of innovation, strong organizational and negotiation skills. The Incumbent initiates and maintains collaborative networks.

Communication:

- Effective communication skills (verbal, non-verbal and written) are required to:
 - Communicate effectively with partners through a variety of communication channels and platforms.
 - Articulate department goals and priorities to department staff and senior management, sector partners and stakeholders, the public, and other levels of government.
 - Understand and articulate provincial and federal labour market programs as it relates to Alberta and respond to requests for information.
 - Strong facilitation and presentation skills for a variety of audiences, including the ability to translate more complex, technical concepts and terminology into common language.

Collaboration and Teamwork:

- A strong commitment to collaboration and teamwork is needed to effectively manage and coordinate initiatives in Alberta that support the department’s business plan.
- The ability to develop and maintain effective working relationships with colleagues, officials at all levels, sector stakeholders, partners and the general public.

CONTACTS: The main contacts of this position and the purpose of those contacts.

<u>Internal/External</u>	<u>Frequency</u>	<u>Purpose</u>
<u>Internal</u> Director/Senior Manager	Daily	Participate in unit planning, reporting and receiving direction.
Executive Director	Weekly	Present advice, recommendations, reporting, action requests and briefings.
ADMO	As required	Provide information and recommendations as requested.
Staff across the branch or in other ministries (federal, provincial or municipal)	Weekly	Share information; collaborate on initiatives and committees; and build and develop processes to foster communication around workforce strategies.
<u>External</u> CEOs, Presidents and Executive Directors and staff of provincial and national industry associations, and large provincial, national and international companies	Daily	Maintain relationships, develop networks, and gather strategic information of sector issues. Identify collaborative opportunities and initiatives; increase capacity of local industry to address workforce needs. Provide updates on programs and resources.
Other Stakeholders (Unions, Labour Organizations, Consultants; Economic	Weekly	Gain knowledge of sector initiatives and issues; liaise to share sector information and

CONTACTS: The main contacts of this position and the purpose of those contacts.		
development organizations and agencies; Service/training providers and Post Secondary Institutions Community and other client groups)		intelligence; provide updates on programs and resources.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.
None

CHANGES SINCE LAST CLASSIFICATION REVIEW: List the significant changes that have occurred in your job since the last review.

COMPARABLE POSITIONS: List comparable GOA benchmarks (See Writing Guide Pages 14-15).
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ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff MUST be attached (see Writing Guide Page 17).

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.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide **Page 16**)

Incumbent	_____	_____	_____
	Name	Signature	Date
Manager	_____	_____	_____
	Name	Signature	Date
Division Director/ADM	_____	_____	_____
	Name	Signature	Date