

Reclassification

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Current Class

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

The PS3 position is to support the new labour market integration program as this is a new initiative that complements existing programming to address challenges facing internationally trained individuals (ITIs) and immigrants relating to foreign qualification recognition (FQR) and labour market attachment.

Responsibilities Removed:

The previous PS1 position as Immigration Services Officer was part of the Newcomer Integration (NI) Branch as the Branch had the responsibilities of serving as the first point of contact for prospective and landed immigrants about working, living, investing and immigrating to Alberta. Due to organizational restructure, this work has moved to another branch. In its place, NI now has the responsibility of addressing government's mandated priority to increase access and enhance funding opportunities for mentoring, labour attachment and other related labour market integration programs for immigrants and newcomers. The work of the Workforce Integration Specialist also contributes to the IM's 2024-27 Business Plan - Outcome One: International talent is attracted and supported to strengthen and grow Alberta's economy by assisting prospective and newly arrived international talent with supports and services to help them integrate into Alberta's labour market.

The PS1 position needs to be re-classed to a PS3 level to undertake this mandated work and to meet the objectives of the Business Plan.

Job Purpose and Organizational Context

Why the job exists:

The PS3 position is required to support FQR initiatives and the new Labour Market Integration Program (LMIP) that is being implemented to fulfill the government's mandated priority to increase access and enhance funding opportunities for mentoring, labour attachment, and other related labour market integration programs for immigrants and newcomers. The LMIP focuses on innovative partnerships with private sector employers and/or non-profit organizations, professional regulatory organizations to support internationally trained individuals, whether they need help to go through the licensure process or access mentorship, on the job training or provide newcomers the work experience to ensure their skills are recognized to increase their employment opportunities.

The LMIP requires collaborative partnerships to be in place to provide the potential elements to make this program successful. These elements may include training, mentorship opportunity, employment placement and wraparound supports for internationally trained individuals (ITIs). Specific activities may include job readiness and workshop culture training; ongoing mentorship during supervised work experience placements; networking opportunities; supports for employers in hiring ITIs; supervised practice in selected occupations; and development of a platform to host resources for ITIs, employers, and mentors to improve connections.

This position will conduct research and analysis on key labour market integration issues affecting ITIs. They will work with internal and external partners to develop advice and recommendations for executives on addressing issues facing ITIs and supports needed to support successful workforce integration.

The LMIP complements the work of FQR initiatives, the Alberta Settlement and Integration Program as well as the newly established Foreign Credentials Advisory Committee.

This position will undertake any related duties as required (i.e. planning and implementation of the Alberta Immigrant Impact Awards).

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Grant Management:

- Manage grant agreements with stakeholders delivering LMI projects for ITIs, including immigrants, to ensure that funding utilization meets the intended purpose and is consistent with the terms of the conditional grant.
- Prepare terms of reference and calls for proposals, ensuring the procurement process is fair and transparent and complies with legislation, regulation and policy.
- Develop assessment and evaluation criteria and procedures, establish and provide orientation to review committees, participate in review and assessment of proposals, and make recommendation for approved proposals for funding.
- Negotiate changes to approved proposals to establish and execute grant agreements.
- Develop, maintain and present internal reporting tools to respond in a timely manner to urgent and ad hoc reporting requests by management.
- Tabulate, update and report on grant activities, and analyze and report relevant information for management.
- Review and analyze grant agreement reports for progress, accuracy and identification of issues. Discuss any variances or problems with the service provider and provide guidance with administrative processes to ensure data integrity.
- Evaluate the effectiveness of grant agreements by analyzing the statistical, financial and program activity reports and ongoing status updates for each grant.
- Process invoices for payments, based on grant requirements.
- Build relationships with stakeholders by actively engaging and supporting providers to deliver quality programming as per the terms of their agreement.

- Apply discretion, professional judgment and neutrality to resolve complex issues that may arise within the funded organizations while effectively handling trusting and transparent relationships.

Program Delivery:

- Monitor developments and obtain/evaluate/interpret information on emerging ITIs issues within local communities and stakeholder organizations.
- Undertake research and analysis on key labour market integration issues in support ITIs.
- Using applied and theoretical knowledge on the relevant topic area, the Workforce Integration Program Specialist will assist in the development of strategies to achieve Newcomer and Multicultural Supports Division and departmental strategic objectives in the context of Immigration and Multiculturalism Business Plan goals and mandates.
- Establish and maintain effective partnerships with internal and external stakeholder groups to create awareness of emerging trends, issues and developments affecting ITIs and newcomers.
- Participate on internal and external committees with representatives from other provincial and federal government departments and service providers to exchange information, coordinate funding and plan for new initiatives
- Provide advice, best practices and recommendation to management and/or other stakeholders for use in making decisions on current and future programs and services.

Stakeholder Engagement:

- Provide support and serves as a resource to funded agencies, employers, economic development organizations, industry sectors, professional regulatory organizations, other departments and the public on labour market integration issues pertaining to ITIs to clarify program policies, resolve problems and identify resources.
- Maintain partnerships with funded agencies to assist in meeting department administrative/accounting requirements and ensure program delivery meets program intent.
- Identify information needs and develop/update resource materials.
- Respond to inquiries and prepare briefing materials for Minister, Deputy Minister, Assistant Deputy Minister specific to the funded agencies and scope of the position.
- Support the Senior Workforce Integration Program Specialist in working with internal and external committees involving other provincial and federal government departments and contracted service providers to exchange information, coordinate services and plan for new FQR initiatives and LMIP to address ITI's and immigrants needs.
- Establish and maintain an effective network of linkages and partnerships with other provincial, federal and municipal governments, service providers, other funders, economic development organizations, industry sectors, PROs, to create and sustain awareness of emerging trends, issues and developments affecting labour market integration of ITIs.

Problem Solving

Typical problems solved:

Reporting to the Manager of Workforce Integration, the Workforce Integration Program Specialist, in partnership with economic development organizations, industry sectors, PROs, community-based service providers across the province, post-secondary institutions, federal government, municipal government, and other provincial government departments, ensures program and service delivery meet the needs and emerging issues faced by ITIs, including immigrants.

A key responsibility of this position is the management of relationships and conditional grants with delivery partners to ensure that projects and services provided are consistent with grant terms and conditions within approved funding. The Workforce Integration Program Specialist will develop and maintain the administrative systems and processes required for grant funded program delivery and will establish appropriate linkages in the field to maintain awareness of issues and ensure program delivery is responsive to ITIs needs.

Through a combination of independent and collaborative work, the Program Specialist will leverage their knowledge and information obtained from various sources, to ensure programs and services funded can contribute to supporting initiatives to improve labour market integration for ITIs and responding to their emerging needs. The Workforce Integration Specialist will need to work complementary with their

Settlement and Language Program Specialists within the Newcomer Integration Branch to support the settlement and integration process for all newcomers, including ITIs.

Types of guidance available for problem solving:

- Works collaboratively with other orders of government and other provincial ministries for the coordination of funding to ensure there's no duplication in investment in supporting ITIs.
- Works independently as well as collaboratively to provide innovative solutions to adapt funding to address emerging needs.
- Works directly with external stakeholders/funded organizations to address concerns and issues and inform leadership for potential problem.
- Asks questions to get a deeper understanding of issues, engage different perspectives, break problems down into manageable components, constructively challenge the way things have always been done, and create strategic solutions for challenges.
- Provides diverse alternatives and assessment of each alternative to the problem with an understanding of impacts.

Direct or indirect impacts of decisions:

- Works collaboratively with colleagues and stakeholders to address immediate concerns and provides key policy decision briefings to DM and Minister for approval.
- Works directly with Directors/Managers of external stakeholders, industry sectors, economic development organizations, employers, and umbrella organizations, and with manager in the department.

Key Relationships

Major stakeholders and purpose of interactions:

The Workforce Integration Program Specialist has the following contacts:

Internal:

Workforce Integration Program staff - weekly (share, coordinate, review and evaluate information and projects related to labour market integration and foreign qualification recognition issues, challenges and trends.

Newcomer Integration Unit Staff - Monthly and as required (share, coordinate, review and evaluate information and projects related to labour market integration, foreign qualification recognition, settlement, language and immigration issues and trends)

Direct Manager - Daily (problem solve, clarify expectations, strategize responses, provide updates and recommendations)

Director/Executive Director/ADM - As required (problem solve, clarify expectations, strategize responses, provide updates and recommendations)

Other Department Staff (e.g. communications, Finance, Corporate Services) - as required (issue specific basis, general information sharing)

Other GoA ministries (e.g. Advanced Education, Education, Jobs, Economy and Trade, Health, SCSS) as required (share information, provide updates, issue specific basis)

External:

Service providers (funded through agreements) - daily/weekly/as required (monitor agreements and delivery of services, discuss and resolve issues; review and assess and evaluate agreement outcomes; provide direction and expertise to service providers in carrying out their agreements)

Other orders of governments (federal, municipal, other jurisdictions) - Monthly / as required (collaboration on achieving common outcomes and goals, eliminate duplication in funding, share best practices and lessons learned.

Community, other stakeholder groups (including economic development organizations, employers, industry associations, professional regulatory organizations) - weekly/monthly/as required (identify issues, trends, gaps and needs in labour market integration, foreign qualification recognition and share information, best practices and lessons learned.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other	Other	

If other, specify:

Uni. degree in Business, International Relations, Public Administration, Social Science or a related field

Job-specific experience, technical competencies, certification and/or training:

Scope:

- This position demands a high level of originality and innovation, independent research, ability to identify implications, define issues and develop creative appropriate solutions. This position also requires a solid understanding of grant processes.
- Grant funding directly affects a number of stakeholders across the province and indirectly influences the client group served. The grant agreements have different levels of complexity based on the types of programs developed by agencies and the coordination required with the federal government (e.g. IRCC, ESDC) and other provincial ministries to ensure that there is no overlap and duplication in services.
- Funded projects will be throughout Alberta to meet different regional needs of employers and/or industry sectors.
- The Workforce Integration Program Specialist is required to continue with existing and develop new relationships with stakeholders to gather the necessary information on ITIs to provide for management.
- The job is required to have skills in facilitation, conflict resolution, interpersonal communications. The job demonstrates both assertiveness and persuasiveness in providing advice and direction to funded organizations.
- Services and projects delivered by funded stakeholders are diverse and may include a wide variety of activities to help support the workplace integration of ITIs.
- Stakeholders may include public/non-profit agencies, NGOs, ethno-cultural groups, mainstream organizations, employers, PROs, industry sectors, economic development organizations, employer groups, umbrella organizations, and municipal, federal and other provincial government departments.
- The work requires coordination of funding with other provincial and federal government departments.

Knowledge, Skills and Abilities:

- Understanding of provincial government immigration policies, strategies and initiatives
- Understanding of workforce integration issues and challenges for newcomers/immigrants
- Understanding of settlement and integration process for newcomers/immigrants
- Familiarity with federal government immigration policies, programs and initiatives
- Knowledge of departmental accounting and administrative policies and procedures
- Knowledge of grant management policies and requirements
- Well-developed and effective communication, negotiation and facilitation skills
- Strong writing skills to develop significant briefing materials, conduct research and analysis.
- Partnership skills to develop and maintain effective relationships with internal and external stakeholders
- Understanding of different cultures and how this may impact required projects and services
- Have good consultation, teamwork, decision making and collaborative skills
- Flexible, creative, agile, proactive
- Proficiency in Microsoft Office, including Word, Outlook, Excel, and PowerPoint and where applicable, data management software.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Leverages relationships to build input and perspective: <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives 	Develop new relationships with stakeholders to gather the necessary information on ITIs' workforce integration needs and emerging

		<p>towards long-term goals</p> <ul style="list-style-type: none"> • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>issues.</p> <p>Work closely with the federal government and other provincial departments to ensure there is coordination of funding to reduce any overlap and duplication of investments to support ITIs and industry sectors, including employers.</p>
Agility	○ ● ○ ○ ○	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>Ability to anticipate, assess and readily adapt to changing situations and issues, remain objective under pressure by making well-thought through decisions when there are competing and changing priorities, champion a plan of action.</p>
Systems Thinking	○ ● ○ ○ ○	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>Consider the inter-relationships among different aspects of an approach in funding including how they relate to other programs and areas.</p> <p>Consider emerging trends when contributing ideas to the development of new programs, priorities, strategies and approaches.</p> <p>Seek information and analyze different approaches.</p>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if 	<p>Set and accomplish goals and priorities, factor in complexity of Issues and align plans based on government direction, remove barriers to collaboration, provide informed advice.</p> <p>Work collaboratively with</p>

		not immediately accepted • Reaches goals consistent with APS direction	stakeholders and colleagues to achieve outcomes.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Engages the community and resources at hand to address issues: • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks	Ask questions to get a deeper understanding of issues, engage different perspectives, break problems down into manageable components, constructively challenge the way things have always been done, and create strategic solutions for challenges. Provide diverse alternatives and assessment of each alternative to the problem with an understanding of systemic impacts.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature
DM Name	Date yyyy-mm-dd	DM Signature