IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Coordinator, Labour Market Programs	
Position Number	**Community**	**Division/Region**
71-13258	Yellowknife	Labour Development and Standards / HQ

PURPOSE OF THE POSITION

The Coordinator, Labour Market Programs is responsible for the development and management of labour market programs and services including training and support materials to facilitate the full implementation of National and Territorial workforce, career and employment development programs throughout the Northwest Territories (NWT).

SCOPE

The Coordinator, Labour Market Programs (Coordinator) is based in Yellowknife and reports to the Manager, Labour Market Programs.

The Coordinator supports the development, promotion and delivery of labour market and immigration-related programs, services, policies, procedures, strategies, plans and tools with management and in partnership with external stakeholders and provides guidance to Regional Education, Culture and Employment (ECE) Service Centres and third party service providers in the delivery of workforce, career and employment development programs.

This position requires the incumbent to work effectively with multiple levels of government, industry, employers, and immigration-related service providers, monitors program results to ensure effective implementation of Federal funding available for career and employment development and provides support and revisions where improvements can be made.

The Coordinator conducts research, participates in and contributes to federal / provincial / territorial and inter-departmental working groups and committees and provides input into, and/or the development of reports, briefing notes, policies, procedures, guidelines, and program development, and other labour market immigration products and activities as identified.

This position requires the incumbent to anticipate. and address emerging issues on a local, regional, territorial and national scope and scale; plan and conduct research, analysis, synthesis and assessment of information, draft documents, proofread text and data. There is a daily requirement to deal with deadlines, changing work priorities, multiple demands where the workloads can sometimes be heavy and unpredictable. The position deals with sensitive cross-cultural situations with many different expectations from stakeholders.

The Coordinator works within the Labour Market Programs unit that is responsible for a territorial budget of $5.4M, as well as labour market agreements and third party funds of $7.2M.

The incumbent may be required to travel to communities within the NWT via small aircraft and automobile for meetings, workshops/presentations or to locations outside the NWT for meetings/workshops etc. Travel may be approximately one week every three to four months.

RESPONSIBILITIES

1. **Plans and oversees the creation and implementation of labour market development programs to increase effectiveness of delivery across the NWT in the Regional ECE Service Centres.**
   - Monitors labour force development trends including the use of Employment Insurance and Income Assistance programs, labour force participation/ demand, and recommends training or labour market interventions.
   - Prepares the GNWT's annual employment development plans, program monitoring and accountability reports related to Canada-NWT immigration and Labour Market Transfer Agreements.
   - Monitors program application through regional monitoring visits to ensure compliance with program guidelines, and the terms and conditions of federal skills development agreements.
   - Assists in completion of annual audits by providing program/fund plans, reports, program guidelines, case management lists & details, and liaising with regions to provide specific case files for review.
   - Participates in Federal/Territorial/Provincial 'Joint Evaluation Committees to assess the results of the Federal and Territorial agreements.
   - Assists with development and implementation of evaluation frameworks.
   - Collects data from department-sponsored immigration and labour market development programs.
   - Analyzes impacts and make recommendations for improvements to programs and services.
   - Develops and manages contracts for program delivery and administration where necessary.

2. **Supports the development and application of labour market development program policies and guidelines.**
   - Conducts research and analysis labour force development needs and recommends and assists in development of new or revised programming.
   - Conducts analysis of existing program resources to determine effectiveness and gaps.
   - Researches existing programs and the availability of resources in other jurisdictions.
   - Assists with revisions to programs and services.
   - Develops materials such as policy or procedure manuals and program guidelines to support the implementation of programs/projects.
   - Provides oversight and advice to frontline workers on program implementation.
   - Prepares briefing notes, position papers, submission, speeches, special reports, media releases and statements as required.

3. **Coordinates NWT immigration activities to meet the needs of the labour market, employers, and foreign nationals.**
   - Reviews, assesses, determines compliance, and recommends approval of Nominee Program applications in accordance with program guidelines and requirements.
   - Prepares monthly and annual reports, including nomination certificates in accordance with the Canada-NWT Agreement on Territorial Nominees.
   - Participates in the evaluation of immigration policies and programs that support the implementation of the Nominee Program, associated strategies and initiatives.
   - Participates in and provides advice and recommendations to enable management to actively engage in inter-departmental and stakeholder meetings, working groups, committees, conferences and other inter-governmental labour market development and immigration matters.
   - Assists with managing the ImmigrateNWT website administration including marketing and collaboration with departmental staff and key stakeholders.
   - Supports services for transition into an NWT community and entry into the NWT labour force through active participation in labour market and settlement services programs in the NWT.
   - Conducts research on labour market/immigration-related programs and services.

4. **Identifies and responds to training needs of Regional frontline staff and third party partner organizations related to Divisional programs.**
   - Develops policy guidelines for training.
   - Undertakes needs assessments with Regional staff.
   - Develops training packages for delivery to frontline staff.
   - Coordinates delivery dates for training with Regional staff and develops training implementation schedules for the NWT.
   - Provides technical and functional training to staff for skills required to implement the career and employment development programs.

- Supports Regional staff in the delivery of training.
- Organizes bi-annual conferences for NWT career development practitioners.
- Evaluates outcomes of training and revises training packages as needed.

5. **Supports program delivery through the provision and promotion of career and employment materials and resources.**
   - Develops career and employment counseling materials and resources including careers information on sectorial jobs and interactive career exploration tools.
   - Reviews existing, tools, resources and best practices information and provides training or advice in their use.
   - Evaluates usefulness of materials developed and makes modifications as necessary.
   - Ensures relevancy and accessibility of materials to the Northern workforce.
   - Distributes resource materials to Regional offices and partner organizations.
   - Maintains a web-based Northern job and training opportunity site for employers and potential employees.
   - Supports use of a GNWT case management system for immigration and career development.

6. **Identifies, coordinates, and liaises with Government, industry, education and other stakeholders in support of labour market development.**
   - Coordinates/liaises with Federal, Provincial/Territorial, Indigenous and Municipal Governments and other GNWT departments, agencies and private industry to identify effective immigration and labour market strategies and needs.
   - Consults with Federal, Provincial/Territorial, Indigenous and Municipal Governments and other GNWT departments, agencies and private industry to maximize employment benefits and identify cost-effective funding arrangements.
   - Participates in territorial and inter-jurisdictional working groups related to immigration and labour market development.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of federal/provincial/territorial immigration and labour market-related Legislation, agreements, policies, directives. guidelines including Immigration, *Refugee Protection Act and Regulations, Employment Insurance Act*, *Northwest Territories Employment Standards Act, Access to Information and Protection of Privacy Act*, Canada-Northwest Territories Territorial Nominee Agreement, etc.
- Knowledge of and/or the ability to acquire knowledge of the NWT labour market and immigration programs and services.
- Skills relating to Federal labour market-related contribution agreements.
- Ability to become familiar with the Federal Government mandates, agreements and programs, in particular those offered by Employment and Social Development Canada (ESDC) and Immigration, Refugees and Citizenship Canada (IRCC).
- Knowledge of program planning, development, and evaluation.
- Knowledge of Regional, Territorial, National and Global labour market initiatives.
- Knowledge of career development systems and Government client services.
- Knowledge of career development practices, strategies and ethics.
- Knowledge of and/or the ability to acquire and apply knowledge of GNWT policy and procedure mechanisms and related labour market and employment legislation.
- Ability to maintain awareness of economic development and challenges in the NWT,
- Knowledge of adult education principle with cross-cultural sensitivity,
- Analytical ability to interpret legislation and contribution agreements and assess the impact on GNWT policies or services.
- Skilled in group facilitation and training.
- Ability to cooperate and collaborate in a team environment.
- Research, program development and analytical skills.
- Ability to use computer applications such as Microsoft Office suite and internet.
- Organizational and time management skills.
- Ability to communicate clearly to third party agencies.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A Diploma in Education, Business, Human Resources or relevant Social Sciences, and two (2) years of relevant experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

☐ No criminal records check required
☒ Position of Trust – criminal records check required
☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
☐ French preferred

Indigenous language: Select language

☐ Required
☐ Preferred