

INTERNAL & EXTERNAL JOB POSTING

Consultant, International Labour Mobility

ISANS is seeking a full-time **Consultant, International Labour Mobility** who -as a co-chair of several committees- will work to help address the complex and multi-faceted challenges of International Qualifications Recognition (IQR) by leading and managing the Multi-Stakeholder Work Group initiative. This position will mobilize over 100 stakeholders from regulated occupations to work together for systemic change including: removing unnecessary barriers; clarifying pathways to licensure; identifying gaps and key issues; and envisioning, incubating and develop practical collaborative solutions. Working closely with staff of the RPL & Labour Mobility Unit of the Nova Scotia Department of Labour & Advanced as well as ISANS colleagues on the Employment & Bridging, Language Services and Business Services teams, this position will be responsible for:

Duties and Responsibilities:

- Develop productive and sustainable partnerships with a wide variety of key stakeholders in regulated occupations
- Engage high profile professionals to co-chair the work groups
- In collaboration with co-chairs, plan meetings, develop action agendas and formulate work plans
- Convene meetings; handle logistics and communications
- Chair meetings, participate actively and ensure all viewpoints are expressed
- Ensure comprehensive documentation of all activities through the development of terms of reference, membership lists, and detailed meeting minutes
- Sustain momentum by ensuring action items are clearly identified and followed up on
- Provide strategic thinking and encourage innovation at the work group tables
- Drive or support emerging projects and activities which are incubated at the multi-stakeholder tables and developed by partnering organizations
- Initiate new work groups when needed; conduct exploratory meetings to discuss critical issues, identify potential members and leadership, determine format, organize and convene plenary meetings
- Ensure all key stakeholders are represented at the tables; conduct outreach to fill vacancies
- Ensure continuity at the tables by briefing new work group members, introducing them to key challenges and providing background information
- Provide positive closure and termination of work groups when appropriate
- Respond to a wide variety of requests for assistance from stakeholders
- Provide a conduit of information to stakeholders; provide updates and information as needed or on request
- Liaise regularly with teams at ISANS to ensure the work groups are aligned with the changing demographic and needs of ISANS employment clients
- Include appropriate ISANS team members on relevant work groups (eg. coordinators, profession-specific bridging programs, employment specialists, supervising team leads). Engage with other ISANS colleagues as needed (eg. Mentorship Coordinator)
- Contribute content or editing of relevant sections of the ISANS website as needed
- Provide strategic advice and assistance to LAE Manager and colleagues including the Review Officer, Fair Registration Practices Act (FRPA), the Coordinator Recognition of Prior Learning (RPL) and the Labour Mobility Coordinator
- Partner with Pan-Canadian and Atlantic regional stakeholders as needed and appropriate
- Identify progress markers and strive to evaluate outcomes; despite the challenge of demonstrating attribution given the wide-ranging nature of a social change initiative
- Support evaluation strategies for emerging projects
- Make presentations as requested to share the MSWG initiative as a best practice in addressing IQR

- Prepare monthly activity reports and provide updates to manager on request
- Develop funding reports and provide updates as required
- Participate in ISANS meetings and events as invited and required
- Attend LAE unit meetings; participate on ad hoc groups (eg. FRPA evaluation advisory committee)
- Other duties as required

The ideal candidate for this position will have the following:

Education:

- Relevant Bachelors or Masters degree or equivalent combination of education and experience

Knowledge, Skills, Abilities and Other Characteristics:

- Understanding of the long-term and dual nature of settlement and integration processes
- In-depth understanding of the workforce integration challenges facing immigrants and most particularly those in regulated occupations
- Knowledge or ability to learn immigration routes and pathways to licensure or certification for all relevant occupations
- Solid knowledge of ISANS programs including an excellent understanding of employment & labour market language programs
- Familiarity with the Fair Registration Practices Act (FRPA); Canada Free Trade Agreement, Pan-Canadian Framework for the Assessment & Recognition of Foreign Qualifications; and immigration policies & programs
- Ability to develop and sustain purposeful working relationships with professional leaders in a variety of regulated occupations; excellent interpersonal and active listening skills
- Ability to build collaborative partnerships, overcome silos and promote a sense of collective purpose and responsibility amongst work group members
- Ability to share leadership responsibilities in a flexible co-chair model
- Skilled at chairing meetings; excellent presentation and group facilitation skills
- Strong verbal and written English communication skills; skilled at writing action minutes, emails, reports, briefing notes, proposals
- Ability to think strategically and creatively, to identify opportunities and potential solutions to occupation-specific challenges
- Excellent time management, organizational and logistical skills to ensure efficiency, continuity and effectiveness
- Ability to build connections with Pan-Canadian and key stakeholders in other provinces
- Ability to work closely with colleagues in the context of a government office
- Ability to work independently; be a self-starter; able to take sole responsibility for moving a project forward
- A commitment to critical thinking, research and continuous process improvement
- Commitment to continuous learning including monitoring changes in world events, government policies etc.
- Proficient with MS Office applications
- French language fluency an asset

Terms of Employment:

- Fixed term contract to March 31st, 2020, renewable pending funding confirmation
- Full-time, 35 hours per week*** **This position is required to work both on site at ISANS and onsite at LAE. *****

Commencement Date: April 1st, 2019

Closing Date: Tuesday April 9th, 2019 – 4:00pm.

To apply: E-mail your expression of interest / resume telling us why you are the best person for this job to careers@isans.ca, stating in subject line the position you are applying for.

**We wish to thank all applicants for their interest and effort in applying for this position.
However, only candidates selected for interviews will be contacted.**