



City of Brandon Job Description			
<b>Job Title:</b>	Immigration & Workforce Development Specialist		
<b>Division:</b>	Development Services		
<b>Department:</b>	Economic Development		
<b>Section:</b>	Economic Development	<b>Affiliation:</b>	CUPE
<b>Reports To:</b>	Director of Economic Development	<b>Status:</b>	Permanent
<b>Job Class:</b>	Business Development Specialist	<b>Level Cap:</b>	3

### **PURPOSE OF POSITION**

The Immigration & Workforce Development Specialist position exists to assist eligible employers with meeting chronically vacant labour needs through the hiring of foreign nationals or individuals in Canada on legal status. Immigration programs have two key priorities, filling labour needs in the community for which employers have been unable to hire local, regional and national candidates and to successfully retain endorsed applicants in the community once they receive permanent residency.

The primary role of the position is managing and administering the Manitoba Provincial Nominee Program and/or other immigration initiatives authorized by Immigration Refugees and Citizenship Canada.

Reporting to the Director of Economic Development, this position has several key areas of focus.

- Immigration and Workforce program development and management.
- Immigration and Workforce program administration.
- Immigration and Workforce program marketing.
- Liaising with program stakeholders, Immigration Refugee and Citizenship Canada (IRCC), Immigration Manitoba and other community partners.
- Local labour force knowledge.
- Data management for workforce and immigration programs.
- Awareness of other workforce development initiatives that are available to Brandon businesses and communicate those initiatives to business.

### **TYPICAL DUTIES AND RESPONSIBILITIES:**

- Make decisions on suitability of immigrant applicants to be recommended for preferred immigration status.
- Lead the Community Recommendation Committee.
- Strategize, define and evaluate workforce growth program goals, objectives, processes and procedures.

- Primary responsibility for Brandon's immigration programs.
- Program monitoring, evaluating and reporting.
- Identify and advocate for required program resources.
- Manage timelines and deliverables within allotted budget.
- Identify, analyze and manage program risk management.
- Mentor workforce development team members / support staff as applicable.
- Liaise with local businesses, international candidates, immigration stakeholders, IRCC and Immigration Manitoba and other community partners.
- Conduct due diligence to confirm applicant, employer and job program eligibility for immigration programs.
- Labour market research and analysis.
- Developing and maintaining project related contacts / networks.
- Conducting applicant interviews.
- Meet with applicants, employers and applicable stakeholders as required
- Respond to program inquiries.
- Lead for internal and external project teams as required
- Proactively market the program which includes identification of marketing needs.
- Develop and utilize of applicable promotional materials and tools
- Identify and proactively collaborate with eligible businesses that could benefit from growing their workforce and proactively contact eligible businesses to explain how the program could facilitate their labour needs
- Data input (excel, web-based job portal and MS Word).
- Delivering workforce development information sessions for employers, applicants and stakeholders.
- Maintain confidentiality.

## **POSITION QUALIFICATIONS**

### **SKILLS:**

- Proven leadership, conflict resolution and problem-solving skills.
- Demonstrated abilities in the areas of strategic planning, research, and project management.
- Strong interpersonal skills which include a high level of diplomacy and the ability to relate effectively to all levels of management, government and external parties.
- Demonstration of adequate organizational skills required to manage multiple projects and tasks, set priorities and meet deadlines.
- Team oriented and self-directed.
- Demonstrated effective oral, written, presentation, and consultation skills.
- Proficiency in MS Office.
- Familiarity with social media platforms.
- Comfortable making unsolicited calls.
- Knowledge of the community, economy and existing immigration streams is an asset but not mandatory.

**ABILITIES:**

- Ability to communicate with courtesy, tact and integrity and to exercise discretion and sound judgement in providing information to internal or external clients who may be under stressful conditions or when confronted with dissatisfied clients.
- Working knowledge of the municipal government functions and responsibilities, and awareness of the impact of delivering quality municipal services to the community.
- Commitment to quality service delivery, continuous improvement and consensus in decision-making, whenever possible
- Ability to meet travel requirements of the position as the project/program requires.
- Ability to establish rapport with people, influence opinions, attitudes or judgments.
- Ability to resolve issues in a timely manner.
- Willingness to work evenings and weekends as the project/program requires. (infrequent)
- Willingness to adapt to new technological changes and improvements.
- Ability to handle sensitive material in a confidential and professional manner.
- Ability to thrive in a publicly scrutinized Corporation and Department.

**Supervision of Staff:**

- May direct and supervise administrative staff and summer students.

**Budget Accountability:**

- Manage the budget of the program as required
- Project annual budget development as required.

**MANDATORY QUALIFICATIONS & EXPERIENCE**

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma;
- Post-secondary diploma in Business, or Economic Development or demonstrated experience and education equivalent;
- Hold and maintain Class 5 Province of Manitoba driver's license, and have daily access to a personal vehicle;
- Minimum three (3) years' experience in the field of economic development, workforce development and/or business, demonstrating the ability to perform the duties required;
- Demonstrated experience in budgeting financial analysis and;
- Competency in the use of Microsoft Office.

**PREFERRED QUALIFICATIONS & EXPERIENCE**

- Post-secondary course work (or equivalent experience) in the areas relevant to the job responsibilities.

**NOTE:** This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

## **WORK CONDITIONS**

### **Physical Conditions:**

The duties of the Immigration & Workforce Development Specialist are carried out in a variety of environments:

- Sits at a desk using keyboard and office equipment (daily)
- May be required to lift or move project items and equipment (occasionally).
- May be required to operate a motor vehicle (daily);
- Presents to large and small groups (occasionally).

### **Psychological/Stress Conditions:**

The Economic Development office is a fast paced, high stress environment at times, where staff must continuously balance the needs of business with the applicable government regulations.

- Interruptions and requests from multiple areas (daily);
- Changing priorities and continuous demands (daily);
- Varying periods of intense concentration while researching projects (occasionally);
- Upset members of the public and employers on phone or in person (occasionally);
- Demanding issues involving the community, business and industry (frequently);
- A high degree of public and political scrutiny and opinion (frequently);
- Making recommendations that may be life changing for immigration applicants (frequently).

### **Work Conditions:**

The Immigration & Workforce Development Specialist works independently and as part of a team providing services to a wide variety of people.

- Wide variety of tasks requiring ability to manage multiple unrelated projects and make independent decisions (daily);
- Self-motivated and quality driven to perform independent projects (daily);
- Work in a shared and consultative manner with other employees (daily);
- Travel throughout the City and visit various facilities, etc. in all types of weather conditions (frequently);
- Distance travel may be required (occasionally);
- May be required to be available outside of normal working hours (occasionally).

NOTE: The conditions described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Department Head:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_

**Date:** \_\_\_\_\_