Workforce Planning Hamilton
Planification de main d'oeuvre de Hamilton

POSITION DESCRIPTION: LEAD CONSULTANT, PROJECTS, AND DATA

March 28th, 2022

Workforce Planning Hamilton (WPH) is a local community planning organization that builds solutions to labour market issues by engaging stakeholders and working with partners. We are leaders in workforce development, providing evidence-based analysis and engaging a broad range of labour market stakeholders. Our vision is to transform local labour market information into workforce planning solutions that contribute to a prosperous and diverse Hamilton community.

Job Period: April 5th, 2022 – April 1st, 2023, with strong possibility of renewal of contract
(Hybrid Work Model – 40 Hours Per Week)

Reports to: Executive Director

Summary of Position:
The Senior Consultant, Projects and Data is responsible for overseeing and coordinating projects arising from the labour market planning process including data analysis, report and other writing tasks and project management. The Senior Consultant will handle multiple projects within a fast-paced environment and is open to constant challenge and change within the Hamilton community.

Key Duties:
Under the direction of the Executive Director, manage and implement aspects of special research projects and community outreach including the labour market planning, community projects and presentations, and other outreach activities. Activities may include the following:

◘ Conduct research and information gathering on the labour market issues examining trends with a special emphasis on local labour market trends/issues, keep relevant on current statistics

◘ House One Hub data, contact and liaison to orient new staff to tool, answer questions from other regions

◘ Analyze census data and other Statistics Canada products as required for labour market planning and WPH projects

◘ Work as part of the WPH staff team to draft a 2021-2022 Business Plan to include project work specific to labour market trends and through consultation with community stakeholders.

◘ Provide leadership support on annual projects and community partnership initiatives.

◘ Ensure data is checked for quality and accuracy

◘ Respond to queries from the community requesting data and statistical analysis

◘ Design and distribute surveys and analyze survey results for workforce sectors, industry sectors or other community groups

◘ Create visual presentations of the data in figures or tables or other info graphics

◘ Write reports and other labour market publications summarizing research findings

◘ Ensure assigned projects are on track and on time

◘ Meet with and maintain key partnerships with City officials, employment service providers, local businesses, etc. and attend meetings where opportunities present to influence and support employment initiatives in the local community.

◘ Manage WPH's community and business profile by attending meetings and events and developing strategic partnerships and relationships.

◘ Prepare and present WPH materials as required

Key Competencies:

◘ Analytical Skills: Collecting, comparing and relating data from different sources and identifying issues.

◘ Attention to Detail: Checking for accuracy in one's work; showing concern for all areas of a task, however small.

◘ Flexibility/Adaptability: Readily adapting to changing requirements; maintaining effectiveness in varying circumstances.

◘ Oral Communication: Expressing oneself effectively and convincingly when speaking with individuals and groups in a formal or informal setting.

◘ Technical Knowledge/Proficiency: Possessing and putting to effective use the technical knowledge required to do a job.

◘ Written Skills: Conveying information concisely and accurately in an appropriate written format; expressing oneself effectively in writing for the intended audience

Skills/Qualifications:

◘ Ability to work with spreadsheets that contain large amounts of data and formulas

◘ Ability to analyze data and present results in a user-friendly format including tables, graphs or other info graphics

◘ Familiarity with Statistics Canada products and Beyond 20/20 software

◘ Familiarity with labour market issues and data

◘ Exceptional research skills and knowledge of current trends

◘ Exceptional organizational skills and the ability to meet deadlines and targets

◘ Strong computer skills including all programs in Microsoft Office suite

◘ Knowledge of Beyond 20/20 an asset or willingness to learn

◘ Strong verbal and written communication skills

◘ Strong sense of professionalism

Workforce Planning Hamilton is a diverse and welcoming employer. We encourage applications from all qualified candidates. Please indicate if you require accommodation with the application process. Only those selected for an interview will be contacted. To apply for this position please submit your resume and cover letter to Khadija.hamidu@workforceplanninghamilton.ca

Closing Date: April 4th, 2022