**Effective Practices Specialist**

Program Services 4

**Alberta Labour, Edmonton.** Each day in Alberta, more than two million people go to work and fuel Alberta's economic engine. The Ministry of Labour provides supports to meet the needs of both employees and employers. Our work focuses on building a skilled workforce for the jobs of today as well as tomorrow, and maintaining safe, fair and healthy workplaces.

To learn more about the ministry, please click here: http://work.alberta.ca/

Are you naturally inquisitive? Do you prefer to make decisions based on evidence? Do you like to provide solutions and design services from the client's point of view?

The Effective Practices Specialist must be able to envision what is possible and then bring it to life! By viewing challenges as opportunities to improve, the Effective Practices Specialist looks to innovate by applying research and evaluation to the design and implementation of Employment Standards programs and services.

The Education and Best Practices unit works to provide relevant Employment Standards information and services to a broad range of workers and employers in Alberta in order to raise awareness, enhance understanding, and stimulate positive behaviour related to Employment Standards legislation. The Effective Practices Consultant is an integral part of this team, leading efforts to align services with citizen and user needs and to empower Albertans in ways that reduces the demand for enforcement of non-compliance of legislation in workplaces. The Effective Practices Specialist works with a high degree of independence and is expected to demonstrate strong leadership and change management skills.

Some of the exciting work that the Effective Practices Specialist is involved in includes:

* Initiating and managing a wide variety of projects. Examples include the development of online services and tools, educational products, process improvement initiatives, and marketing and public awareness campaigns.
* Providing measurement, evaluation and analytics leadership to support evidence-informed decision making and to assess results achieved in the Employment Standards program.
* Leading user-centered design activities that transform the Employment Standards program by providing modern, relevant, accessible and solution oriented services that address barriers to legislative compliance.
* Researching, developing and promoting effective practices by internal and external clients.
* Championing continuous improvement as the way we work in Employment Standards.

The Effective Practices Specialist works collaboratively across the Employment Standards program, the Ministry of Labour and with other internal and external partners. By building strong relationships, the Effective Practices Specialist is aware of what is happening in the environment and across the program, division and beyond, to ensure all the parts are considered and connected.

**Salary: $2,775.64 - $3,638.48 bi-weekly ($72,444 - $94,964 annually). Closing Date: May 15, 2017. Job ID #1042097**

**Qualifications:** A university degree in a related field (Business, Public Administration, Social Sciences, or Computer Science), supplemented with a minimum of 4 years of progressively responsible related experience specific to innovation, research and managing design and/or continuous improvement initiatives, is required. Advanced computer skills and experience with Microsoft Office software, statistical software and visualization tools such as Tableau, SAS, Minitab is also required.

Preference will be given to candidates who have a Masters level degree in a related field, as well as experience in project and contract management, including working collaboratively with front-line service providers. A project management certification would also be preferred. Experience and/or certification in SharePoint, Project, Visio, Microsoft Dynamics CRM and/or the Adobe Suite would be considered an asset. Process improvement experience and/or certification, and experience and/or qualifications in the areas of computer sciences, marketing, and issues analysis would also be considered assets.

To be successful in this position, you must be a creative problem solver, take the initiative to drive for results, be collaborative and agile, and always have the big picture in mind.

Creative Problem Solving

When faced with a complex problem, you are able to analyze the problem from various perspectives and identify options for solutions, this often includes the introduction of ideas that help the organization progress and develop new ways of doing things.

Systems Thinking

You understand that the whole is a collection of parts and how each part contributes to achieving results and outcomes. You are able to understand, communicate and align objectives across Employment Standards, partners, stakeholders, the Ministry and Government is essential for success.

Agility

You are adaptable in an environment where priorities, technology, and resources are constantly changing. You have the ability to assess, analyze and adapt to change, identify alternative approaches, and maintain resilience. You effectively guide your projects and teams through change.

Build Collaborative Environments

As a key central service provider within Employment Standards, you have exceptional communication, relationship building and organizational skills in working with both internal and external clients.

Drive for Results

You have a passion for achieving outcomes, but are always aware of, and understand the needs of clients and how to align them with the goals of the Branch, Ministry and Government.

The Alberta Public Service is a great place to work! We offer:

* Comprehensive benefits plan: http://www.chr.alberta.ca/employees/DocList122.cfm
* Pension plan: http://www.pspp.ca/
* Leadership and mentorship programs
* Professional learning and development
* Positive workplace culture and work-life balance
* Accessible career consulting services

For tips on Applying on Alberta Government Jobs, see here: https://www.jobs.alberta.ca/applying/index.html

This competition may be used to fill current and future vacancies at equal or lesser classifications across the Government of Alberta.

All applicants will be required to completed pre-screening questions at the time of submitting your application. These questions will be used as part of the screening process.

Please apply online via www.jobs.alberta.ca, as applicants who apply online will be able to track the status of this competition. Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education, experience and relevant examples of required competencies.

Note: As only one file can be uploaded, please ensure your cover letter, resume and any other related documents are submitted in one file. Please ensure that this document is saved using the naming convention of your last then first name (Smith,Joe\_Resume). As written communication skills, accuracy and attention to detail are essential to this position, your cover letter will be considered as part of the screening process.

It is recommended that applicants who have obtained educational credentials from outside of Canada and have not had them previously assessed, obtain an evaluation of their credentials from the International Qualifications Assessment Service (IQAS) - <http://work.alberta.ca/iqas>

It is recommended that applicants include the assessment certificate from IQAS or any other educational assessment service as part of their application.

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' education and experience best meets the needs of the position. Only individuals selected for interviews will be contacted.

If you require any further information on this job posting, please contact our HR office at 780-644-8315. If this competition is closed as per the closing date noted above, please continue to check http://www.jobs.alberta.ca for a listing of current career opportunities with the Government of Alberta.

**www.jobs.alberta.ca**