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Apply By: Monday, October 18, 2021 11:59 pm EDT

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SENIOR PROGRAM ADVISOR

Organization: Ministry of Economic Development, Job Creation and Trade

Division: Trade and Investment Division

City: Toronto

Job Term: 3 Temporary up to 12 months with possibility of extension

Job Code: 12124 - Industrial Development Officer 3

Salary: \$1,481.99 - \$1,891.59 Per Week*
*Indicates the salary listed as per the OPSEU Collective Agreement.

Posting Status: Open

Job ID: 167847



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Are you interested in developing and executing investment program and policy initiatives to secure new investment in the Province and managing client relationships of strategic new investments through the site selection decision-making process? If so, join the Ministry of Economic Development, Job Creation and Trade (MEDJCT) to support the government's investment attraction efforts and promote economic development in Ontario.

What can I expect to do in this role?

In this role, you will:

- Execute a suite a site selection services to support globally-mobile investment opportunities through the site selection decision-making process
- Manage relationships with international investors and decision-makers interested in establishing an operation in Ontario
- Work with Ministry and Municipal partners to gather information and develop solutions to site challenges or critical path issues that impact the development feasibility of selecting an Ontario site for investment
- Lead the planning and delivery of Ontario's industrial land development programs including the Job Site Challenge, Investment Ready: Certified Site and Site Readiness Programs, in order to build a diverse inventory of development ready industrial land to be used for potential investments
- Develop and maintain effective relationships with Program applicants and municipal economic development professionals to encourage program uptake and increased collaboration, including the development of domestic marketing opportunities.
- Plan and coordinate an international investment attraction strategy to ensure that Ontario's site selection services, including Certified Sites and Mega Sites, are utilized as an investment attraction tool, especially for strategic, globally-mobile investments
- Lead and execute events and stakeholder outreach strategies to support the achievement of Ontario's investment attraction strategy
- Develop and present in-depth reports and analysis for policy options, and issues analysis and recommendations to the Manager for senior management's decision-making purposes
- Research and develop briefing notes and supporting material for Treasury Board/Cabinet submissions communications materials, and presentations
- Prepare statements, news releases and speeches, make presentations, and assist with executive briefings.

How do I qualify?

Mandatory

- You must possess a valid Ontario 'G' driver's license in order to drive to meetings throughout the province, and to visit candidate sites for investment opportunities or industrial land development programs.
- You are able to travel across the province, as well as occasionally across the country and internationally to lead/conduct consultations and attend meetings and conferences

Business Knowledge and Skills:

- You are familiar with the Ontario economy and Ontario's priority sectors and their investment attraction strengths
- You have knowledge of key Ontario municipal and economic development clients
- You are familiar with Ontario's economic/business climate, government/ministry priorities, business

development objectives, programs and business operations

- You are able to lead and coordinate the design and development of program and marketing initiatives and strategies to target investment decision makers

Policy and Program Development Knowledge and Skills:

- You have knowledge of economic development, investment attraction techniques and land development policy and program processes in Ontario
- You are able to lead the establishment, implementation, promotion and operation of investment attraction programs and initiatives, including industrial land development programs
- You have knowledge of policy development and government decision-making processes to lead and/or carry out the development of policies, options, and strategies

Technical Knowledge and Skills:

- You have knowledge of land development and associated regulatory approvals, as well as Ontario policy, processes and legislation governing the land development process
- You have knowledge of the development and approval process of large-scale industrial sites and buildings
- You have knowledge of business administration, economic development, land-use planning, marketing, and investment attraction theory, principles, practices and methods
- You have knowledge of marketing techniques, strategies and programs including graphic design software, social media tools, web metric strategies, tools and tactics
- You are proficient with computers and standard software (e.g. word processing, spreadsheet, database, presentation and project management) in order to maintain information/program databases, conduct research and prepare correspondence, marketing materials, presentations and project/program plans/reports

Project Management and Research Knowledge and Skills:

- You have knowledge of project management, and program analysis/evaluation techniques to undertake policy and program research studies, and to assess the effectiveness of new/changed policies and programs
- You have excellent research and analytical skills to research, compile, review, analyze and assess program application data
- You have effective risk management and problem-solving skills to conduct program assessments to identify and mitigate risks/issues, resolve problems and develop, implement and/or recommend issues management strategies

Communication and Interpersonal Skills:

- You have excellent oral communication and presentation skills to provide program briefings and recommendations on program proposals, grant recommendations and policy/program issues management solutions
- You can prepare policy/program analyses and recommendations, business proposals, program performance reports, briefing notes, presentations, and correspondence
- You are able to work with project teams and to liaise with staff and internal and external stakeholders
- You have effective consultation, consensus building, facilitation and negotiation skills to promote program and policy initiatives

OPS Commitment to diversity, inclusion, accessibility, and anti- racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](#) and the [OPS Diversity and Inclusion Blueprint](#) pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](#). Refer to the application instructions below if you require a disability-related accommodation.

Additional Information:

- Address:** • 3 Temporary, duration up to 12 months, 777 Bay St, Toronto, Toronto Region
- Compensation Group:** Ontario Public Service Employees Union
- Schedule:** 6
- Category:** Consulting and Planning
- Posted on:** Friday, September 17, 2021

Note:

- C-EM-167847/21

The information that you provide for the purpose of this competition and the results from this competition may be used to fill other positions. These positions may be of various tenures including short-term assignments. Your information and the results from this competition will be retained for the purpose of filling vacancies in accordance with the applicable collective agreement or policy provisions.

How to apply:

1. You must **apply online**.
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the **Writing a Cover Letter and Resume: Tips, Tools and Resources**.
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the **job description** to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please **Contact Us** to provide your contact information. Recruitment Services staff will contact you within 48 hours.

Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives.

All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

Remember: The deadline to apply is **Monday, October 18, 2021 11:59 pm EDT**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

Job advertisements for positions that have been designated bilingual will be provided in both English and French on the website. Positions that are not designated bilingual are not translated and are displayed in English only on both the English and French versions of the website.

Les annonces d'emploi pour les postes désignés bilingues sont publiées en anglais et en français sur le site Web. Les annonces pour les postes qui ne sont pas désignés bilingues ne sont pas traduites et elles figurent en anglais seulement, tant dans la version française que dans la version anglaise du site.

**The Ontario Public Service is an inclusive employer.
Accommodation is available under the Ontario Human Rights Code.**

Note: The only website where you can apply on-line for positions with the Ontario Public Service is **<http://www.gojobs.gov.on.ca>**

 **Apply Online**