

# **NORTH SUPERIOR WORKFORCE PLANNING BOARD**

## **Seeks EXECUTIVE DIRECTOR**

**Application Deadline: JULY 18, 2022, 4 p.m.**

### **The Organization**

The vision of the North Superior Workforce Planning Board (NSWPB) is to have a strategically aligned labour force to meet demands across Northwestern Ontario. NSWPB serves the District of Thunder Bay as a leader in local labour market planning, delivering authoritative research, identifying employment trends, targeting workforce opportunities and bringing people together to action solutions. The organization conducts annual research on the trends, opportunities and priorities impacting the District of Thunder Bay's labour market and releases an annual publication that captures strategic actions to address key priorities. NSWPB is one of the 26 planning regions in Ontario funded by the Government of Ontario.

### **The Opportunity:**

NSWPB is seeking an **Executive Director** to advance the organization's strategic plan that is grounded in partnerships and collaborative approaches.

The Executive Director reports to the Executive Committee, a Standing Committee of the Board. This position is accountable to the Board and provides direction and leadership to ensure the effective planning, administration and implementation of Board directives. The incumbent is accountable for the successful completion of Transfer Payment Agreements (TPA) with various funders (Ministry of Labour, Training and Skills Development (MLTSD), FedNor, Northern Ontario Heritage Fund Corporation, (NOHFC) Ontario Trillium Foundation (OTF), and others. This position is accountable to ensure activities and/or outcomes identified as deliverables under the various TPAs are successfully implemented, administered, reported upon and completed as per contractual obligations and timelines outlined in each Transfer Payment Agreement.

The Executive Director will work closely with key stakeholders involved in informing, influencing and guiding labour market readiness including government, educational institutions, economic development organizations, business groups and associations, union/labour organizations and local intermediaries.

### **The Ideal Candidate**

The successful candidate will have a broad background and successful track-record in constituent relations with experience in building and managing programs, teams, and relationships. The ideal candidate will have proven strengths in building and sustaining long-term relationships, and will exhibit a high level of integrity in all interactions. Experience in juggling the demands of managing multiple projects, partnership and funding contracts is essential.

This candidate has a solid understanding of our local economic and labour market conditions in addition to those of the region, province and beyond. The Executive Director will work closely with key stakeholders involved in informing, influencing and guiding labour market readiness including all orders of government (First Nations, Municipal, Provincial and Federal), educational institutions, economic development organizations, business groups and associations, union/labour organizations and local intermediaries.

The successful candidate will be comfortable wearing the many hats demanded by this type of role. The incumbent will see the potential for NSWPB's advancement as a leader in local labour market planning, and will design and implement a realistic blueprint to get us there.

The successful candidate will respect and appreciate the expertise and efforts of others. Open and inclusive, the ideal candidate will be a strong listener who invites input and involvement from stakeholders, staff, colleagues, and volunteers. In return, he or she will share his or her knowledge and skills.

The successful candidate will possess excellent written and oral communications skills, and will be comfortable within a variety of contexts. Passionate about contributing to a strong economy supported by a skilled and knowledgeable talent pool, the ideal candidate will share NSWPB's core values.

A degree (or equivalent) in business administration, economic development or related fields, along with 5 years experience in a senior level position is required. Knowledge of the region's labour market is required. Bilingualism in English and French is an asset. Candidates must have a valid driver's license and clean abstract. Compensation commensurate with experience. Full compensation package is comprised of salary, benefits, RRSP contributions, vacation, professional development (within confines of TPA funds) along with HR policies addressing lieu time and mileage. For more information contact M. Richardson, (807) 346-2943.

For further information on this position visit: [www.nswpb.ca](http://www.nswpb.ca)

## Application Process

If this position sounds like an interesting challenge, we'd like to hear from you! Send your resume by **4:00 pm on Friday, July 18, 2022** to:

Executive Committee

Re: Executive Director Position

North Superior Workforce Planning Board

600 Hewitson Street

Thunder Bay, ON P7B 6E4

Fax: (807) 344-5464 E-mail: [admin@nswpb.ca](mailto:admin@nswpb.ca) If you are responding by e-mail, please attach your resume and cover letter in pdf or MS Word format and include **NSWPB Executive Director Position – YOUR NAME** in the subject line.

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**North Superior Workforce Planning Board is an equal opportunity employer. We wish to thank all applicants. Only those selected for an interview will be contacted.**