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| **Senior PROGRAM Development Officer (PM-04)** |
| Internal Process |

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|  | **ESSENTIAL QUALIFICATIONS** |
|  | **Education** |
| **Mandatory** | * Secondary school diploma or employer-approved alternatives (a satisfactory score on the PSC test approved as an alternative to a secondary school diploma; or an acceptable combination of education, training and/or experience)
 |
|  | **Experience** |
| **Mandatory choice** | * Experience in working with various community partners or various levels of government

**OR*** Experience in collaborating with community partners and stakeholders

**OR*** Experience in community development
 |
|  | **Abilities and Personal Suitability** |
| **Mandatory** | * Communication (oral)
* Communication (written)
* Working with Others
* Strategic and Analytical Thinking
* Relationship Building
* Influence
* Dependability
 |
|  | **Official Language Proficiency** |
| **Mandatory choice** | * English Essential
* French Essential
* English or French Essential
* Bilingual Imperative – Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Bilingual Non-Imperative – Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
|  | **ASSET QUALIFICATIONS** |
|  | **Education** |
| **Optional choice**  | * Graduation with a degree from a recognized post-secondary institution.
* Graduation with a degree from a recognized post-secondary institution in a related field, such as Business Administration, Accounting, Community Development, Social Studies
* Graduation with a degree from a recognized post-secondary institution in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (manager to specify program)
 |
|  | **Experience** |
| Any of the following qualifiers can be used for experience factors within the assets qualifications section: **Experience**; **Experience with good results**; **Recent experience**; **Recent experience with good results**; **Significant experience**; **Significant experience with good results**; **Recent and significant experience**; **Recent and significant experience with good results**. Please refer to the Users Guide: Standardized Statement of Merit Criteria & Conditions of Employment for more information about qualifiers. |
| **Optional choice** | * in using technology (e.g. e-mail, Internet and word processing)
* in applying social and community development theories and practices
* in negotiating
* in working with client segments including any of the following: Aboriginal people, youth, seniors, newcomers, persons with disabilities
* in working with individuals and or groups representing individuals from diverse social economic segments of society
* in implementing projects that require establishing community partnerships
* in delivering Service Canada services to the general public involving obtaining and providing information requiring explanation or clarification
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|  | **Knowledge** |
| **Optional choice** | * Knowing our business
* Knowledge of regional socio-economic conditions and government and community service providers and their service offerings
* Knowledge of labour market, and social issues and economic factors influencing labour market conditions
* Knowledge of social and community development theories and practices
* Knowledge of federal and provincial legislation and policies impacting on the department’s funding programs
* Knowledge of the department’s local and regional funding programs
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|  | **Abilities** |
| **Optional choice** | * Using Technology
* Consulting
* Facilitation Skills
* Presentation Skills
* Planning and Organizing
* Thinking Skills
* Applying Principles and Procedures
* Negotiation Skills
 |
|  | **Personal Suitability** |
| **Optional choice** | * Changing and Learning
* Client Focus
* Initiative
* Positive Attitude
 |
|  | **OPERATIONAL REQUIREMENTS** |
| **Optional choice** | * Willing and able to work outside core hours, including evenings and weekends, as per operational requirements
* Willing and able to travel within the service area, as per operational requirements (may require overnight accommodation)
* Willing and able to travel by various modes of transportation
 |
|  | **ORGANIZATIONAL NEEDS** |
| **Optional choice** | * In order to achieve a representative workforce, selection may be based on qualified candidates self-identifying (at time of application) as being:
* a member of visible minority group
* an aboriginal person
* a person with a disability
* a woman
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|  | **CONDITIONS OF EMPLOYMENT** |
|  | **Reliability and Security** |
| **Mandatory** | * Reliability Status
 |
|  | **Other Conditions of Employment** |
| **Optional choice** | * Willing and able to travel for training purposes
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