

## **JOB POSTING**

### **BUSINESS PARTNER, EMPLOYER RELATIONS**



The Toronto Region Immigrant Employment Council (TRIEC) is a leadership council that creates and champions solutions to better integrate skilled immigrants in the Greater Toronto Region labour market. Council members include employers and stakeholders, such as professional and industry associations, regulatory bodies, educators, community groups, government and immigrant associations. TRIEC programs include The Mentoring Partnership (TMP), working with Professional Immigrant Networks (PINs), the Connector program, TRIEC Campus, and the upcoming CanPrep program, delivered in partnership with JVS Toronto.

#### **POSITION OVERVIEW**

The Business Partner, Employer Relations, is responsible for working with the employer engagement team to influence employers to build immigrant-inclusive workplaces. This role will be expected to engage with employers directly in the private, public and not-for-profit sectors to support the employer engagement team's efforts to grow and deepen TRIEC's relationships with employers, while coordinating program specific employer engagement activities to ensure program objectives are met.

This role reports to the Manager, Workplace Business Development. This is a full-time contract position to March 31, 2017, located at our downtown Toronto office.

#### **RESPONSIBILITIES**

In partnership with the Employer Engagement and Learning Initiatives teams, implement TRIEC's employer engagement strategy to influence employers to embrace immigrant inclusion in their workplace, including:

- Develop and steward relationships with new and existing employer relationships through targeted sector-specific outreach plans
- Research prospects to create new leads for the employer engagement team
- Connect employers to TRIEC offerings, including CanPrep, TRIEC Campus, The Mentoring Partnership, and Professional Immigrant Networks
- Identify opportunities for convening and collaborating on new initiatives to support employer engagement
- Generate employer participation in webinars, recruitment and online mentoring for a new pre-arrival program
- Connect employers to the immigrant talent pool through our partner organizations and networks
- Contribute to meeting or exceeding TRIEC employer engagement goals
- Present to employer and stakeholder audiences and participate in external committees as required
- Works cross-functionally with other departments and supports TRIEC events as required

#### **REQUIRED SKILLS, EDUCATION AND EXPERIENCE**

- Proven business development experience in a business-to-business consultative environment considered an asset
- Experience with and understanding of private-sector environments and priorities, such as

the relationship among strategic talent managers and human resources with senior leaders, hiring managers and staff, considered an asset

- Post-secondary degree and/or diploma with related experience
- Experience managing relationships with multiple sets of stakeholders
- Proficiency in internet-based search/research and social media usage to source new leads
- Ability to influence and manage effective customer relationships with mid and senior level management, including C-suite
- Demonstrated ability to think strategically and creatively
- Ability to demonstrate professional level communication, presentation and negotiation skills
- Proven ability to consistently meet or exceed new business targets
- Previous human capital-related employer engagement experience in the public, private or not-for-profit sector is considered an asset
- An awareness of the issues immigrants face in finding appropriate employment, the challenges facing employers in increasingly culturally-diverse workplaces, and a passion for making a difference

## **APPLICATIONS**

Qualified applicants are invited to submit an electronic resume and cover letter in MS Word or PDF format. Please include the cover letter and resume in a single file with your name in the file name. Please use “Business Partner, Employer Relations – your name” as the subject line of your e-mail. Applicants who do not follow these formatting instructions may be disqualified.

In your cover letter, please explain why the education, skills and work experience of skilled immigrants are important to the prosperity of the Toronto Region, which strategies you think TRIEC should employ to help organizations leverage immigrant talent, and how your experience qualifies you for the role and helps TRIEC achieve its mission.

### **Deadline**

Resumes must be received by 12:00pm (noon) on Wednesday, November 18, 2015.

Please e-mail your application, addressed to The Hiring Committee, to [jkallidina@triec.ca](mailto:jkallidina@triec.ca).

Only those candidates invited for an interview will be contacted.

TRIEC is an equal-opportunity employer and is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise TRIEC of any measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received relating to these measures will be addressed confidentially.

For more information on TRIEC please visit [www.triec.ca](http://www.triec.ca).