



Petroleum
Human Resources
Council of Canada

Conseil canadien des
ressources humaines
de l'industrie du pétrole

**JUNIOR ECONOMIST /PROJECT COORDINATOR (FULL TIME, TERM POSITION)
PETROLEUM HUMAN RESOURCES COUNCIL OF CANADA (PETROLEUM HR COUNCIL)
CALGARY, ALBERTA**

The Petroleum Human Resources Council of Canada (Petroleum HR Council) is a national, collaborative forum that addresses human resources issues within the upstream petroleum industry. We are looking for a full-time **Junior Economist /Project Coordinator** for our **Petroleum Labour Market Forecasting Framework project**.

This is a developmental position and is supported by the Project Manager and reports to the Senior Director, Operations and Programs. This position is managed as an employee of the Petroleum Human Resources Council of Canada through a limited term employment contract and is eligible for benefits.

DUTIES

LABOUR MARKET INFORMATION (LMI) COORDINATION

- Assists in the development of labour market intelligence research products that contribute to the research for industry sustainability.
- Assists in the contracting and managing of consultants hired to 1) maintain petroleum LMI models used to generate data and 2) analyze data generated from these models to produce industry-validated petroleum LMI findings.
- Assists, where appropriate, with researching of labour market information, presenting findings, and responding to requests for information from colleagues, stakeholders and the external community.
- With the Project Manager, works with various committees, working groups, associations and stakeholders to build and expand support for the petroleum industry LMI.
- Assists to ensure communication tools, such as publications and articles about petroleum LMI are accurate, relevant and current.

PROJECT COORDINATION

- Assist in the development and management of project plan.
- Create, organize and maintain project binders and documents (these project files contain work plans, reports, forecasts, protocols, data files, etc.), both in soft and hard copies, to ensure good project management practices.
- Assist in the selection and management of consultants, steering committee members and pilot sites as well as in the monitoring of contracts, project milestones, budget, stakeholder participation, and schedules.
- Assist in creating, managing, and completing project deliverables with stakeholder input.
- Provide internal and external communications support including preparation of emails, letters and presentations, utilizing document standards as appropriate.
- Participate in hiring and drafting of contracts for consultant services and subsequent management of consultants.
- Work with the Petroleum HR Council's Marketing and Communications Department to update the promotional materials relating to industry and career information/awareness.
- Prepare and coordinate interim and final reports
- Coordinate and arrange meetings (i.e. Steering Committee, pilot site, consultant, and project team meetings), for the following areas: logistics, travel, catering, equipment, meeting invitations, notifications, handouts, agendas, and minutes.
- Participate in bi-weekly update meetings.

- Assist in the tracking of the payment of all invoices pertaining to project activities and that they meet expenditure guidelines established by Human Resources and Social Development Canada (HRSDC) and/or Treasury Board. Ensure payments are made to service providers within agreed upon timelines.
- Assist in cash flow management for the project.
- Manage the inventory of office, meeting, and promotional supplies for project while maintaining a low cost budget mindset.
- Respond to routine inquiries regarding the project.

There is a potential requirement to assist the Senior Director, Operations and Programs develop and execute deliverables relating to the implementation of Petroleum HR Council strategies.

RELATIONSHIPS AND COMMUNICATIONS

There is a high level of contact with the industry and stakeholder committees, consultants, and Human Resources & Social Development Canada (HRSDC) analysts.

REQUIREMENTS

- Relevant post-secondary education, preferably a university degree or comparable work experience in analysis and economics. Experience or an understanding of projects, the petroleum industry, and sector councils is preferred.
- Excellent oral and written communication skills; bilingualism (English and French) an asset.
- High proficiency with Microsoft Office products – Word, Excel, PowerPoint, Outlook, and Project.
- Experience in the creation, synthesis and analysis of data.
- Ability to conduct and interpret qualitative and quantitative research.
- Strong analytical and problem-solving skills.
- Good organizational and detail-oriented skills.
- Ability to travel within Canada, particularly in remote areas, when required.
- High energy, flexibility and ability to take initiative and work independently.
- Proven relationship and team building skills.
- Service-oriented.
- Ability to take direction and input from a number of different sources both internal and external to the Council.
- Interest in a smaller office environment – ample learning opportunities and broad responsibilities.

All interested applicants should visit the Council website at www.petrohrsc.ca and familiarize themselves with Council work and projects.

REFERENCES

Please provide two references that are able to communicate demonstrated competencies relevant to the above listed skills and aptitudes.

APPLICATION DEADLINE

Applications are open until suitable candidate is determined and should be emailed to info@petrohrsc.ca.

THE PETROLEUM HR COUNCIL'S COMMITMENT TO ITS EMPLOYEES IS TO PROVIDE:

- An opportunity to have an impact in creating a valued change within a national industry.
- An opportunity to have accountability for the organization's performance and achievement of results.
- An opportunity to learn and develop new skills through a variety of work within a dynamic work environment.
- An opportunity to work with a team of dedicated, high-performing co-workers.

