

Estimates:  
Workforce + Advanced  
Learning  
emd  
09-05-17  
Hen. S. Gallant

# Restricted Funding Breakdown UPEI and Holland College

**Department of Workforce and Advanced Learning  
Budget Estimates for Holland College  
2016-17**

	<u>2016-17</u> <u>Budget Estimate</u>
<b>Operating Grant</b>	<b>18,082,400</b>
<b>Student Tuition Subsidy</b>	<b>6,155,800</b>
<b>Restricted</b>	
Centre for Community Engagement	400,000
Centre for Public Safety Excellence	33,000
Centre for Applied Sciences and Technology - Operating Grant	864,000
Centre for Applied Sciences and Technology - Capital	680,000
West Prince Campus - Capital	410,000
West Prince Campus - Operating Grant	786,800
Summerside Waterfront Campus	66,000
Charlottetown Centre Renovations	102,000
Equipment and Alteration Funding	384,600
Justice Institute	540,000
Atlantic Police Academy	450,000
Adult Night Classes	124,200
Adult Basic Education	155,000
Performance Hall	92,000
Marine Centre Grant	125,000
	<u><b>5,212,600</b></u>
<b>Total</b>	<b>29,450,800</b>

**Department of Workforce and Advanced Learning  
Budget Estimates for UPEI  
2016-17**

	<b>2016-17 Budget Estimate</b>
<b>Core Operating Grant</b>	<b>\$ 31,084,600</b>
<b>Restricted Funding</b>	
Knowledge Infrastructure Program - Provincial	250,000
Building a Legacy	1,610,100
Steele Building	211,500
Chemistry Building	165,000
Nutrisciences Centre	297,700
Nursing Capital	910,000
Master of Nursing	121,000
Best of PEI	81,000
Pilot Project	200,000
Equipment and Alteration Funding	664,500
Accelerated Nursing Program	797,000
Recruiting and Retention	200,000
Tuition Assistance	1,000,000
Schoold of Sustainable Design Engineering	562,800
French B.Ed	389,200
	<b>7,459,800</b>
<b>Total</b>	<b>38,544,400</b>

**Department of Workforce and Advanced Learning  
Budget Estimates for Holland College  
2017-18**

	<u>2017-18</u> <u>Budget Estimate</u>
<b>Operating Grant</b>	<b>18,262,400</b>
<b>Student Tuition Subsidy</b>	<b>6,155,800</b>
<b>Restricted</b>	
Centre for Community Engagement	400,000
Centre for Public Safety Excellence	33,000
Centre for Applied Sciences and Technology - Operating Grant	864,000
Centre for Applied Sciences and Technology - Capital	680,000
West Prince Campus - Capital	410,000
West Prince Campus - Operating Grant	786,800
Summerside Waterfront Campus	66,000
Charlottetown Centre Renovations	102,000
Equipment and Alteration Funding	384,600
Justice Institute	540,000
Atlantic Police Academy	450,000
Adult Night Classes	124,200
Adult Basic Education	155,000
Performance Hall	92,000
Strategic Investment Fund	3,261,500
Marine Centre Grant	125,000
	<u><b>8,474,100</b></u>
<b>Total</b>	<b>32,892,300</b>

**Department of Workforce and Advanced Learning  
Budget Estimates for UPEI  
2017-18**

	<b>2017-18 Budget Estimate</b>
<b>Core Operating Grant</b>	<b>\$ 31,399,600</b>
<b>Restricted Funding</b>	
Knowledge Infrastructure Program - Provincial	250,000
Building a Legacy	1,610,100
Steele Building	211,500
Chemistry Building	165,000
Nutrisciences Centre	297,700
Nursing Capital	910,000
Master of Nursing	121,000
Best of PEI	81,000
Pilot Project	200,000
Equipment and Alteration Funding	664,500
Accelerated Nursing Program	797,000
Recruiting and Retention	200,000
Tuition Assistance	1,000,000
School of Sustainable Design Engineering	562,800
	1,900,000
French B.Ed	389,200
	<b>9,359,800</b>
<b>Total</b>	<b>40,759,400</b>

Estimates:  
workforce - Advanced  
Scanning

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# Job Descriptions - Labour Market Research Staff

## **Senior Manager**

- Coordinate the development of WorkPEI which will provide Island job seekers and employers with improved access to WAL programs and services, a new job board, and advanced search features that will match job seekers to employers with local job vacancies.
- Undertake an environmental scan to identify best practices in provincial and municipal LMI product and service delivery with the goal of implementing optimal solutions for Prince Edward Island.
- Establish an LMI operating unit within SkillsPEI including identifying HR requirements, job descriptions and hiring.
- Develop a marketing plan for disseminating existing and future LMI products with SkillsPEI stakeholders, general public and client base.
- Develop an LMI education and awareness campaign for employers designed to better inform the business community on the importance of LMI and how to utilize it effectively.
- Establish external relationships with provincial and federal LMI stakeholders, including UPEI, Service Canada, Economics Statistics and Federal Fiscal Relations, etc.
- Attend regional, national and international LMI events as required for purposes of professional development and identification of best practices.

## **Labour Market and Data Analyst**

- Coordinate research and providing analysis relating to a variety of issues associated with Prince Edward Island's labour market
- Manage research efforts being completed externally on behalf of the department – this involves the review, evaluation and monitoring of proposals and work completed
- Collaborate with Human Resources Development Canada (HRDC) labour market research staff in joint federal – provincial research activities; and
- Present reports, summaries and working papers using technological aids to elected officials, government employees, working groups (interdepartmental and intergovernmental).
- Prepare reports, summaries, briefs and working papers including recommendations and options for labour market policy;
- Represent the province on Forum of Labour Market Ministers (FLMM) federal/provincial/territorial technical committees;
- Maintain knowledge of labour market trends; and
- Monitor publications of Statistics Canada and other sources for relevance and impact on PIE labour market.
- Provide advice and support to the Director in reference to the implementation of the Agreement;
- Prepare provincial feedback to HRDC in regards to the monitoring and evaluation of the Agreement and its programs.
- Respond to information requests from other departments concerning labour market information, labour market indicators and employment insurance data and regulations; and
- Represent the department's views on intergovernmental committees.



### **Service Delivery Assistant - Job Bank:**

- Provide information to employers using the Job Bank (explains to employers the procedures to follow when setting up a new account; what information is allowed; provide the new user with a user code and access to the system on accounts that had originally been created internally);
- Promote Job Bank for Employers "self-service" option to employers, individuals, staff and community organizations.
- Provide advice and recommendations to employers to assist them in utilizing the system to ensure best results. Analyzes how the job was advertised and provides constructive feedback and recommendations to the employer.
- Monitors all Job Bank activities and verifies new employers and their advertisements, validates and rejects new employer accounts that do not comply with the Job Bank policy and guidelines and other sources including the provincial Registry of Stock Companies, telephone directories and Canada Revenue Agency (CRA). Assigns a monitoring level to approved employer account based on the risk assessment

## Labour Market Specialist:

The purpose of this position is to provide expert labour market advice, assistance and information within the Department, between Departments and with private sector companies across Prince Edward Island. Labour market information will be based on sound and credible evidence with respect to specific labour market requirements and trends of Prince Edward Island's small and medium-sized enterprises. The position will guide collection and analysis of labour market information leading to potential policy considerations in support of labour market programming to better develop the Prince Edward Island workforce.

Specific Duties will include:

1. Planning, designing and implementing labour market research activities to address labour market needs of Prince Edward Island businesses. This may include:
  - assembling, reviewing and utilizing currently available information, where applicable
  - collaborating with the Economics Statistics and Federal Fiscal Relations Division of the Department of Finance to take advantage of information and data that is already being collected and available to the province
  - coordinating research and providing analysis across multiple sectors where needed
  - collaborating with others within the Department, across Departments and with the federal government to promote joint activities, sharing of information and sound advice to support business
  - presenting reports, summaries and briefs to senior decision makers on overall policy direction for the Department and the provincial government
  
2. Providing analysis and formulating recommendations in support of labour market policy for desired provincial outcomes for Prince Edward Island. This may include:
  - providing credible information and advice on labour market issues and trends in Prince Edward Island
  - placing focus on better understanding the labour force challenges in rural areas of the province in sectors such as agriculture, the fishery and tourism.
  - collaborating with the Department's Labour Market Coordinator specific to the trends and needs in the IT, Aerospace, Bioscience and Financial Services sectors
  - developing a network of key senior officials in the province, with other provinces and territories as well as the federal government
  - monitoring publications of Stats Canada and other sources of information for relevance and impact on the Prince Edward Island labour market

- providing input on strategies to address the future labour market needs

3. Other related duties including:

- monitoring the provincial, regional and national and international economic situation and emerging trends and issues that could affect the Prince Edward Island labour force.
- representing the Department on various working groups that may be formed that guide labour market policy development  
preparing briefing material and presentation for the Executive Director, Deputy Minister and Minister as needed
- planning, developing and executing special projects as may be assigned by the Executive Director and the Deputy Minister.