

Apply By: Thursday, May 3, 2018 11:59 pm EDT

 **PRINT**

AMENDED - EMPLOYMENT STANDARDS OFFICER

Organization:

Ministry of Labour

Division:

Operations Division

City:

London, Mississauga, Newmarket, North Bay, North York, Ottawa, Scarborough, Waterloo

Job Term:

54 Permanent

Job Code:

05523 - Employment Standards Auditor 2

Salary:

\$1,359.79 - \$1,672.00 Per Week*

*Indicates the salary listed as per the OPSEU Collective Agreement.

Understanding the job ad - definitions

Posting Status:

Open

Job ID:

121678



[View Job Description](#)



[View More Information](#)

Fairness in the workplace is the right of all Ontarians. Employment standards are enforced under the Employment Standards Act, 2000, which sets out the rights and responsibilities of both employees and employers in Ontario workplaces.

Bring your investigative, analytical, advanced oral and written communication skills, and your skills interpreting and applying legislation, to this unique position in the Ministry of Labour.

What can I expect to do in this role?

In this position, you will administer, enforce and obtain compliance with the Employment Standards Act, 2000, Employment Protection for Foreign Nationals Act and related legislation by:

- conducting workplace inspections
- investigating complaints of alleged violations
- exercising quasi-judicial powers
- rendering written decisions based on established standards
- issuing orders, notices and penalties
- issuing certificates of offences, developing crown briefs and laying charges as described under the Provincial Offences Act
- delivering educational seminars to various stakeholders

Please note:

- you will be expected to travel throughout a designated service area for extended periods of time

How do I qualify?

Mandatory:

- you hold a valid class "G" driver's license or equivalent as recognized by the Province of Ontario

Communication Skills:

- you have oral proficiency in English including demonstrated oral communication skills to act as a public speaker, appear as a witness at hearings/court and to interact with stakeholders
- you have written proficiency in English including demonstrated written skills to write decisions, take notes and prepare correspondence
- you have interpersonal skills, impact and influence skills and conflict management skills, including the ability and willingness to undertake all aspects of prosecution activities
- you exercise emotional control, good judgment and the ability to remain objective when dealing with conflict and hostile situations

Judgment, Analytical and Decision-Making Skills:

- you have the ability to read, interpret, apply and enforce legislation, policies and procedures in a timely manner
- you have working knowledge of the Employment Standards Act, 2000 and other relevant regulations
- you have experience using analytical, investigative and research skills
- you have decision-making skills to make timely interpretations and determinations

Other Important Skills:

- you have organizational, planning, and time management skills to independently complete work within the appropriate time frames and the ability to deliver on performance objectives
- you have the ability to perform complex monetary assessments and entitlements by using auditing and accounting skills to review payroll and accounting records and business/corporate documentation
- you are proficient in operating a computer and using a variety of windows-based software

*****How to Apply***:**

Please follow these instructions and not the instructions in the "How to Apply" section below:

- **You are required to complete an application form. Please visit the [Ministry of Labour Website](#) in order to download the application and obtain instructions on completing and submitting the application form.**
- **Read the job description to make sure you understand this job.**
- **OPS employees are required to quote their WIN EMPLOYEE ID number when applying.**
- **If you require a disability related accommodation in order to participate in the recruitment process, please Contact Us to provide your contact information. Recruitment Services staff will contact you within 48 hours.**

Additional Information:

Address:

- 2 Permanent, 2275 Midland Ave, Scarborough, Toronto Region, Enhanced - criminal record check, local police record check, driver records check (at time of hire) and credit check.
- 16 Permanent, 5001 Yonge St, North York, Toronto Region, Enhanced - criminal record check, local police record check, driver records check (at time of hire) and credit check.
- 13 Permanent, 155 Frobisher Dr, Waterloo, West Region, Enhanced - criminal record check, local police record check, driver records check (at time of hire) and credit check.
- 11 Permanent, 347 Preston, Ottawa, East Region, Enhanced - criminal record check, local police record check, driver records check (at time of hire) and credit check.
- 6 Permanent, 217 York St, London, West Region, Enhanced - criminal record check, local police record check, driver records check (at time of hire) and credit check.
- 1 Permanent, 200 First Avenue, North Bay, North Region, Enhanced - criminal record check, local police record check, driver records check (at time of hire) and credit check.
- 4 Permanent, 1290 Central Pkwy W, Mississauga, Central Region, Enhanced - criminal record check, local police record check, driver records check (at time of hire) and credit check.

- 1 Permanent, 17345 Leslie St, Newmarket, Central Region, Enhanced - criminal record check, local police record check, driver records check (at time of hire) and credit check.

Compensation Group:

Ontario Public Service Employees Union

Understanding the job ad - definitions

Schedule:

6

Category:

Inspections and Investigations

Posted on:

Tuesday, April 3, 2018

Note:

- Prior to the offer of employment, in accordance with the Ontario Public Service personnel screening checks policy, the top applicant(s) will be required to undergo personnel screening checks, which includes a criminal record check, a local police records check, a driver records check (at the time of hire) and a credit check.
- Please refer to the Additional Information / Address section above to determine the screening checks that are required for this position.

You will be responsible for obtaining the required security checks at your own expense and provide it, along with your written consent, to the Transition and Security Office (TSO), HR Service Delivery Division to evaluate the results. If applicable, the TSO, with your written consent, will request and obtain any additional screening checks as indicated in the Additional Information / Address section above that were not obtained directly by you. (Note: If a Vulnerable Sector Screening/Check is required, it must also be obtained in person at your local police service.)

A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The screening check(s) will only be reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Screening check records will be maintained by the TSO and kept strictly confidential.

- Note: There are now 6 vacancies for London

How to apply:

1. You must submit your application using only one of the methods identified below.
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Be sure to quote the Job ID number for this position.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.

Send application to:

Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives.

All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

Remember: The deadline to apply is **Thursday, May 3, 2018 11:59 pm EDT**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

The Ontario Public Service is an inclusive employer.

Accommodation is available under the [Ontario Human Rights Code](#).



