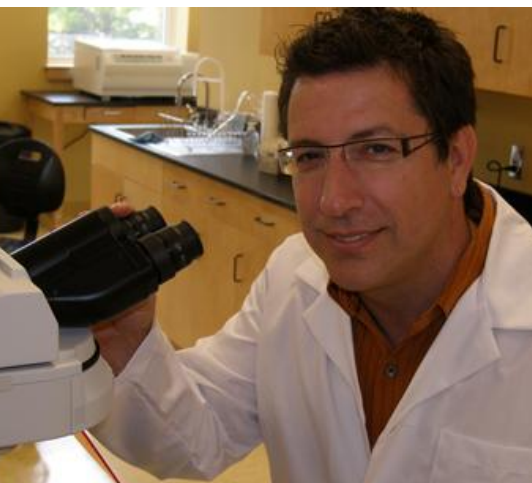
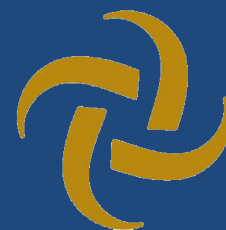


Prince Edward Island Bioscience Human Resource Guide



PRINCE EDWARD ISLAND
 **BioAlliance**
next generation prosperity

July, 2010

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1.0 Introduction

The Prince Edward Island Bioscience Human Resource Guide is an initiative of the PEI BioAlliance on behalf of cluster stakeholders. This guide is intended to provide high level information on resources that are available to support bioscience employers in recruiting, retaining, and managing employees. This guide is not comprehensive and will be updated periodically.

We encourage you to provide the PEI BioAlliance with information and resources you have found to be valuable for your organization.

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2.0 Networking and Events

Networking is important for recruiting quality people and for providing employees with a valuable opportunity to meet and spend time with their peers.

Events Resource

The Prince Edward Island BioAlliance hosts and participates in many business development and educational activities, speaker presentations, and special events related to bioscience, education, research, health, and technology. These events are promoted on the PEI BioAlliance website.

www.peibioalliance.com/events.php

PEI BioNetworking Speaker Session

PEI BioAlliance and Innovation PEI partner to host a series of bionetworking speaker sessions which are held every two months. This is an excellent opportunity for cluster stakeholders to network.

www.peibioalliance.com

Greater Charlottetown Area Chamber of Commerce Business Under 40

The Greater Charlottetown Area Chamber of Commerce's *Business Under 40 Program* is a networking opportunity for young professionals and business leaders under the age of forty. Employers would benefit from providing their employees with the opportunity to network among their peers.

www.charlottetownchamber.com

3.0 Recruitment Tools

Networking is the most valuable recruitment approach for many local bioscience employers. Other resources that are available are included in this section. Information provided is directly from their websites.

PetriDish – BioTalent Canada

The PetriDish is a web-based job portal for the biotech and life sciences sectors. It offers biotechnology employers a window on a source of highly skilled candidates. This career portal assists companies in sourcing employment data and trends, posting career ads, and recruiting bioscience talent. With over 20,000 hits per day, the PetriDish is also a great way for companies to showcase their organizations to a wide audience.

www.biotalent.ca/petridish/default.asp

Job Bank Canada

Job Bank is Canada's one-stop job listing website. Each year it helps hundreds of thousands of Canadian workers, job seekers, and employers connect online, and free of any service charges. The Job Search tool allows job seekers to search current job openings from coast to coast, or register with Job Bank to make use of Job Match, Job Alert, the Résumé Builder, and the Career Navigator. Job Bank for Employers enables searches of qualified job seekers through the "perform match" feature found on the Job Match for Employers tool. The HR for Employers section also offers a wealth of human resources management information.

www.jobbank.gc.ca

Career Beacon

CareerBeacon.com is owned by Brunswick News Inc., a division of J.D. Irving which owns and operates the three daily newspapers and a number of community weeklies. With offices in Nova Scotia, New Brunswick (which also serves Prince Edward Island) and Newfoundland and Labrador, CareerBeacon.com is operated by industry professionals who understand the competitive nature of the work world.

www.careerbeacon.com

Eluta

Eluta is a search engine that specializes in finding new job announcements for employers across Canada. As a vertical search engine, Eluta monitors new job announcements at tens of thousands of employers across Canada every day. Whenever an employer posts a new job on its website, Eluta adds the position to its searchable database. Once added, jobs on Eluta are searchable by keyword and location. An Advanced Search option lets job seekers find new job announcements by occupation and industry.

www.eluta.ca

Indeed Career

Indeed.com is a search engine for jobs, allowing job seekers to find jobs posted on thousands of company career sites and job boards. Since 2004, Indeed has given job seekers free access - instantly, in a single search - to millions of jobs from thousands of company websites and job boards. As the leading pay-for-performance recruitment advertising network, Indeed drives millions of targeted candidates to jobs in every field. Indeed's search engine for jobs is now a global destination in many languages.

ca.indeed.com/

PEI Job Link

PEI Job Link is PEI's most comprehensive career information portal on emerging sectors. Job seekers will find job offerings by expanding local companies and have first access to companies moving to the province.

www.peijoblink.ca/pei/index_e.aspx

Workopolis

Workopolis is Canada's leading provider of Internet recruiting and job search solutions offering a fully bilingual suite of award-winning applications, products and services to both large and small Canadian companies.

www.workopolis.com/EN/Common/HomePage.aspx

Wow Jobs

Wowjobs.ca is Canada's largest job search engine. Wowjobs was founded with the objective of fundamentally changing the way in which job seekers look for jobs and the way employers scout for talent. Wowjobs wants to empower the Canadian job seekers by giving them cutting edge tools and technologies for job search. Wowjobs provides a convenient and easy way to search over 100,000 jobs across Canada advertised on thousands of job sites, classifieds and company sites across Canada.

www.wowjobs.ca

4.0 Occupational Profiles

Several useful tools are available to identify skill requirements for bioscience occupations.

BioTalent Bio-economy Skills Profiles

BioTalent Canada is working with industry stakeholders across Canada to develop skills profiles specific to key roles in the biotechnology sector. Employers can use the profiles to develop job descriptions, performance evaluations, professional development, succession planning, team building, and recruitment plans as well as identify the skills needed. The occupational profiles that are currently available include: Laboratory Worker; Intellectual Property Officer; Regulatory Affairs Specialist; Vice-President Manufacturing; and Chief Executive Officer.

www.biotalent.ca

PEI Job Futures

PEI Job Futures provides information on current trends and the future outlook for occupations in the province. PEI Job Futures provides an estimate of future employment prospects based on research, analysis, and the best judgment of the PEI Job Futures team. Occupational and industry profiles along with other labour market information and links to local associations are provided on the website. This resource provides useful information on career paths and employment opportunities by occupation within the bioscience sector.

www.pei.jobfutures.org

PEI Job Link Career Profiles Handbook

The PEI Population Secretariat published the 2009 Career Profile Handbook which is available through the PEI Job Link website. The intention is to make an interactive handbook available online by the end of 2010. The PEI Population Secretariat has developed this handbook to assist students in making informed choices on the wide array of careers that exist in PEI in sectors including biosciences. The information provided in the handbook can also assist employers in preparing job descriptions.

www.peijoblink.ca

Bioscience HR Strategy

The 2010 *Human Resource Strategy for the Prince Edward Island Bioscience Sector* was prepared based on the input of sector stakeholders and identifies three HR Goals for the growing Prince Edward Island Bioscience Cluster to help address HR requirements of bioscience employers and to become the location of choice for quality personnel. In addition, the *Bioscience Human Resource Strategy for Prince Edward Island* prepared for the sector in 2005, which is PEI's initial study of the local bioscience sector, contains comprehensive information on anticipated supply and demand issues within the industry's labour market. The strategy includes detailed information on skills requirements for various occupations.

www.peibioalliance.com

5.0 Hiring and Retaining International Workers

Resources available for hiring international workers are identified below.

APEC – Hiring International Workers in Atlantic Canada: An Employer’s Guide

The Atlantic Province Economic Council (APEC)’s recent *Hiring International Workers in Atlantic Canada: An Employer’s Guide* explains the process for international workers to receive proper authorization to work in Canada. The guide provides valuable information for supporting international workers in integrating into the workplace and the community in Atlantic Canada. A list of resources for accessing international workers and other useful information are also provided.

www.apec-econ.ca/hireinternational

UPEI Hiring of Academic Foreign Nationals – General Guidelines

The University of Prince Edward Island (UPEI) Human Resources Department provides general guidelines to assist departments in understanding and following the processes required when hiring an academic foreign national to work in Canada on either a temporary or a permanent basis. Temporary foreign workers include guest lecturers, post doctoral fellows, and term appointments.

www.upei.ca/humanres/recruitment-policy-and-process

Citizenship and Immigration Canada

Citizenship and Immigration Canada (CIC) works with people from diverse cultures. The department screens and approves for admission, immigrants, foreign students, visitors, and temporary workers who help Canada’s social and economic growth; resettles, protects, and provides a safe haven for refugees; helps newcomers adapt to Canadian society and become Canadian citizens; manages access to Canada to protect the security and health of Canadians and the integrity of Canadian laws; and helps Canadians and newcomers to participate fully in the economic, political, social, and cultural life of the country.

www.cic.gc.ca/

Canada’s International Gateway

Canada’s International Gateway is the responsibility of the Department of Foreign Affairs and International Trade and provides direct access to information about the programs and services, including immigration programs, offered by the Government of Canada.

www.canadainternational.gc.ca

PEI Association for Newcomers to Canada

PEI Association for Newcomers to Canada is mandated to provide a wide variety of short-term settlement services and long-term social inclusion and community integration programs for immigrants. PEI ANC is also involved in numerous cross-cultural awareness and public education programs. The Association speaks publicly and collectively on immigrant issues. It has a high degree of credibility in the mainstream and immigrant communities.

www.peianc.com

PEI Population Secretariat

The Population Secretariat is working to increase the population of Prince Edward Island. This goal is being met by developing policies and programs that will retain Island youth, encourage expatriates to resettle on the Island, and create a welcoming environment for immigrants to the Island. The Population Secretariat connects people who would like to settle on PEI with the resources that can help them build a career and live comfortably on the Island.

www.gov.pe.ca/ial/popsec

6.0 Education and Training Programs

Educational and training institutions play a vital role in supplying high quality future bioscience employees to the sector. Local education and training programs that are specific to the bioscience sector are identified below.

High School Cooperative Education Program and Career Education

PEI School Boards have introduced a High School Cooperative Education Program aimed at allowing students to explore different interests and provide them with an opportunity to experience the workplace while still in school. The hands-on-experience through the internship component of this program is invaluable to students. Bioscience employers can benefit from hiring students.

The Department of Education and Early Childhood Development, in partnership with all three school boards, has increased the focus on career education, especially at the high school level. Career educational initiatives include new career development curriculum and resources, expanded trades and apprenticeship programs, and community partnerships which provide Cooperative Education students with practical experience related to their academic and career interests.

www.gov.pe.ca/eecd/index.php3?number=1025898&lang=E

Holland College Bioscience Technology Program

Holland College's Bioscience Technology Program is a two-year science-based diploma program designed for people wishing to work as technologists in the biotechnology areas related to pharmaceuticals, nutraceuticals, environment, food, and agriculture. Students learn basic laboratory skills, analytical, and organic chemical procedures, and microbiological techniques. Specialized techniques in molecular biology, genetics, tissue culturing, protein purification, and immunology are emphasized. Industrial processes in food, pharmaceutical, and nutraceutical production are covered as well as the health and safety issues associated with these work environments.

Graduates of the program will have the appropriate blend of science background and hands-on laboratory experience to enable them to confidently enter and make significant contributions in any bioscience laboratory or biotechnology based manufacturing or production facility.

www.hollandcollege.com/admissions/full_time_programs/bioscience_technology

UPEI Faculty of Science

The University of Prince Edward Island's Faculty of Science offers more than 150 courses in 15 different undergraduate and graduate programs. This diverse blend of programs includes innovative approaches to learning and practical hands-on experience on the job, behind a laboratory bench, and in the field.

www.upei.ca/science

UPEI Atlantic Veterinary College

The Office of Graduate Studies and Research supports excellence in the graduate education and scholarly activities of the Atlantic Veterinary College (AVC). At AVC, graduate students have direct access to global research leaders. Research chairs, highly active research centres and modern, well-equipped facilities ensure that research training at AVC engenders the lifelong curiosity and excitement that are the foundation of a successful and fulfilling research career. Programs include Master of Science (MSc.); Master of Veterinary Science (MVSc.); Postgraduate Diploma in Pathology or Microbiology; and Doctor of Philosophy (PhD).

www.upei.ca/avc/graduatestudies/gradstudies

UPEI Masters of Business Administration – Specialization in Biotechnology

UPEI's executive-style Masters of Business Administration (MBA) program offers students a unique and valuable opportunity to advance their education while continuing to work. The program has a specialization in biotechnology management and entrepreneurship which offers students a valuable combination of knowledge and skills in the business of science. The program focuses on the complexities of commercialization, as well as the ethical and regulatory issues that face the biotechnology industry. Graduates of this specialization stream are well-equipped to develop and manage new ventures and small businesses or to work in the public and private sectors in the field of business of biotechnology science. The first graduating class was in the spring of 2010.

www.upei.ca/business/mba

UPEI Centre for Life-Long Learning

The UPEI Centre for Life-Long Learning (CLLL) is offering the Human Resource Essentials program which provides managers with practical, hands-on skills and knowledge to enable a strong 'people management' mindset within their organizations, assist them in understanding appropriate HR practices, and advance their career in human resource management. Topics include introduction to strategic human; resource management; recruitment and selection; employee relations – in a nonunionized environment; occupational health and safety; compensation and benefits; performance management; integrating HR practices into your business planning; and employee development and training. The program is designed to meet the specific needs of small- and medium-sized businesses and will be delivered in Summerside and Charlottetown, beginning September 2010.

www.upei.ca/lifelonglearning/

7.0 Internship and Grants

Examples of internship and grants available to PEI bioscience employers are presented below.

Shad Valley Program for High School Students

The Shad Valley Program is designed to encourage young people to become innovative leaders in science, technology and entrepreneurship. The program provides high school students with the opportunity to participate in a four-week enrichment program at ten participating universities across Canada that will include hands on workshops and group projects.

In 2010, the Government of PEI committed \$25,000 per year for the next three years to the Shad Valley Program. Twelve high school students will be participating in the summer of 2010, and 62 PEI students have participated since 1988. Local bioscience employers can get involved by offering summer internships; speaking at one of the campuses (e.g., lecture, seminar, workshop, or lab); judging innovative engineering and entrepreneurship projects developed on campus; and inviting campus groups to tour their operations.

www.shad.ca

UPEI Co-operative Education

UPEI Co-operative Education program provides valuable work experiences to students in business, computer science, and physics. Employers benefit from the opportunity to provide students with valuable work experiences and to work with highly-motivated students interested in receiving industry experience. Students are available for 12 to 16 week work terms, which take place from May to August, September to December, and January to April.

Wage incentives are currently available for private sector businesses in PEI. Businesses can receive 50 percent of the hourly wage, up to a maximum contribution of \$7.50 per hour, and are eligible to receive this assistance for up to 16 weeks.

www.upei.ca/co-op

National Research Council Co-op Program

The National Research Council (NRC) Co-op Program provides practical career-related experience work terms to promising students in science, engineering, and technology. Work terms are also offered in the business, public relations, communications, library sciences, marketing, and administration fields. NRC, Canadian universities and colleges, and cégep co-op offices jointly administer the NRC Co-op Program. Students are available for a 16-week work term in the fall, winter and spring/summer terms. Salaries are based on the number of work terms a student has completed. Students will also be reimbursed for their travel expenses to and from their educational centre and their employment centre.

www.nrc-cnrc.gc.ca/eng/careers/programs/coop.html

NRC Student Employment Program

The NRC Student Employment Program provides students with practical career-related experience in research and development, library sciences, communications, marketing, and other areas. The program offers students a challenging and intellectually stimulating environment, while providing them with access to superior equipment, facilities, and expertise. Positions are offered at NRC institutes and corporate offices. Each term lasts for approximately sixteen weeks and work can occur full-time during a non-academic semester or part-time (up to 20 hours/week) during an academic semester. Salaries are based on the number of academic semesters a student has completed.

www.nrc-cnrc.gc.ca/eng/careers/programs/student-employment.html

NRC Industrial Research Assistance Program

The NRC Industrial Research Assistance Program (NRC-IRAP) delivers its Youth Employment Program under the Career Focus stream of the Youth Employment Strategy and provides small and medium-sized enterprises (SMEs) with financial assistance to hire highly skilled post-secondary science, engineering, technology, business, and liberal arts graduates. Graduates work on innovative projects within the SME environment and may participate in research, development, and commercialization of technologies. In some cases, SMEs may be collaborating with a NRC institute or with the Industry Canada Communications Research Centre. In addition to meeting the needs of innovative SMEs, this program facilitates the transition of highly skilled young people to a rapidly changing labour market.

www.nrc-cnrc.gc.ca/eng/ibp/irap.html

Natural Sciences and Engineering Research Council of Canada Industry Partnership Programs

Natural Science and Engineering Research Council of Canada (NSERC) helps Canadian companies compete in today's economy by jointly funding collaborative R&D projects with scientists and engineers in universities and colleges across the country. In an average year, NSERC and Canadian companies together fund hundreds of highly qualified people and research projects that benefit the partner and Canadian innovation. NSERC offers scholarships for industrially sponsored students at the undergraduate and graduate level, as well as fellowships for researchers at the post doctoral level.

www.nserc-crsng.gc.ca

Department of Innovation and Advanced Learning - SkillsPEI

SkillsPEI is a division of the Department of Innovation and Advanced Learning. It was established to manage the delivery of skills and training development programming funded by the Canada-Prince Edward Island Labour Market Development Agreement (LMDA) and Labour Market Agreement (LMA).

www.skillspei.com

8.0 Research Partners

Local bioscience research institutions and centres are identified in this section.

UPEI Faculty of Science

The UPEI Faculty of Science's strong research programs and focus on developing a personal experience for students are points of pride. The diverse programs provide innovative approaches to learning and practical hands-on experience on the job, behind a laboratory bench, and in the field.

www.upei.ca/science

UPEI Office of Research Development

With annual research expenditures of more than \$16.4 million and a growing reputation for research achievement, UPEI ranks as one of the top ten research-intensive undergraduate universities in Canada. Research at UPEI's goal is to firmly support an innovative research culture throughout campus and to encourage the practice of knowledge translation and utilization in all research endeavours at UPEI.

www.upei.ca/research

UPEI Atlantic Veterinary College

The Atlantic Veterinary College (AVC) is fully accredited and has experienced remarkable success and growth since 1988. As veterinary medicine plays an increasingly critical role in protecting public health, and food safety, demand for AVC's educational, research, and service programs is at an unprecedented level. Although the College is small enough to know the students by name, they are able to provide world-class opportunities and results of incredible proportions. The AVC is focused on fostering innovation and academic excellence. The centres of expertise are as follows:

- Atlantic Centre for Comparative Biomedical Research
- Diagnostic Services
- AVC Lobster Science Centre
- Centre for Veterinary Epidemiological Research
- Canadian Cooperative Wildlife Health Centre
- AVC Teaching Hospital
- Centre for Aquatic Health Sciences
- Centre for Marine and Aquatic Resources
- OIE Reference Laboratory for Infectious Salmon Anaemia
- Sir James Dunn Animal Welfare Centre
- Atlantic Swine Research Partnership (ASRP)
- Maritime Quality Milk

www.upei.ca/avc/avc-welcome

NRC Institute for Nutrisciences and Health

NRC Institute for Nutrisciences and Health (NRC-INH) researchers are combining science and nature to improve the health of Canadians. The researchers are identifying naturally occurring compounds in plant and marine courses and determining how they may be used to prevent and treat human and animal diseases and infections. NRC - INH is working with partners in PEI to tap market opportunities for human and animal nutrition and health-related products. NRC's approach draws on the immense potential of PEI's strengths in land and marine-based biosciences — a sector that has been called “the oil sands of PEI.” NRC - INH offers strategic services that help businesses to develop and commercialize their science and technology innovations for marketplace success and growth.

www.nrc-cnrc.gc.ca

NRC Industrial Research Assistance Program

The NRC Industrial Research Assistance Program (NRC-IRAP) is a national program that helps small and medium-sized enterprises (SMEs). The program provides technological advice and expertise, and in some cases funding to companies operating in NRC's cluster initiatives. NRC-IRAP has partnered with the PEI BioAlliance to establish a successful “virtual incubator” program that offers customized business advisory services to local bioresource companies. Through a network of experts, the team offers emerging companies critical support for business model development, regulatory processes, business execution, and exit strategy planning. They pair small businesses in need of established industrial partners with sophisticated infrastructure available at larger companies, NRC, or university-based research facilities.

www.nrc-cnrc.gc.ca

Agriculture and Agri-Food Canada (AAFC) Crops and Livestock Research Centre

The Crops and Livestock Research Centre (CLRC) is one of AAFC's 19 research centres. CLRC's mandate is to develop scientific knowledge and new technologies in agriculture with the prime focus on PEI and Atlantic Canada. CLRC is developing innovative technologies for crop production that enhances the environment and protects natural resources. CLRC collaborate with NRC and UPEI in the discovery and development of value-added biobased products and processes from current or new crops. CLRC has a field research site at the Harrington Farm, which accommodates 95 percent of the Centre's field research in potatoes, cereals, forages, soil tillage, and conservation.

www.agr.gc.ca

Atlantic Swine Research Partnership

The Atlantic Swine Research Partnership Inc. (ASRP), a non-profit research corporation, is a joint research division of the Nova Scotia, New Brunswick, and PEI Pork Producers' Associations, with support from AVC, Nova Scotia Agricultural College, and PEI Department of Agriculture, Fisheries and Aquaculture. Research priorities include reducing cost of production, nutrition (with an emphasis on reducing feed cost), herd health, environmental management, and greenhouse gas mitigation strategies.

www.asrp.ca

Prince Edward Island Food Technology Centre

PEI Food Technology Centre (PEI FTC) has infrastructure and expertise to explore new technical opportunities in natural products from bioresources and to work on improving the quality and yield of the extracts obtained. The bioproducts include natural colours, nutraceuticals, and pharmaceuticals from various raw materials such as lobster shell waste, seaweeds, crops, and wild plants.

PEI FTC's scientists are experienced in R&D and quality evaluation of food and functional foods from various food and bioresource groups. New processes and technologies are developed for fruits, vegetables, legumes, grains, and various marine products. PEI FTC can assist clients who wish to publish or patent the unique processes. Natural products and bio-technologies services include natural products extraction; supercritical fluid extraction; ultrasonic extraction; sonochemistry; fermentation; fractionation, isolation, and purification; analytical capacities; applied research; pilot plant processing suites; product development; and test market production.

www.gov.pe.ca/ftc/

Holland College Applied Research

The division of Adult Education, Learner Supports, and Applied Research houses the Applied Research Department at Holland College. Applied research at Holland College supports economic development for PEI by solving technical and business problems for industry and community clients utilizing the College's expertise, equipment, and facilities while enhancing the quality of college programs and services through unique learning opportunities for students. Holland College has gained national recognition as a community college focused on teaching and learning research that supports literacy, adult learning, and labour force development.

As an NSERC eligible institution, Holland College is compliant with Tri-Council policies on ethics. The Research Ethics Board meets monthly and provides review for all research projects at the College. The Research Advisory Committee meets regularly to provide input into the strategic research agenda, and the policies governing research and intellectual property at Holland College. Research policies are compliant with Holland College ISO 9001: 2000 Certification.

www.hollandcollege.com/applied_research

Holland College Canada's Smartest Kitchen

Canada's Smartest Kitchen at the Culinary Institute of Canada offers a full suite of services, from concept development to market entry, for the agrifood, fisheries, and functional food sectors by blending culinary expertise, advanced technology capabilities, and food science knowledge with its network of businesses, research organizations, academic institutions, and government agency partners. Building on the Culinary Institute of Canada's reputation for outstanding creative food preparation, Canada's Smartest Kitchen actively contributes to the provincial and regional cluster of food and bioscience businesses through innovation and research excellence. Canada's Smartest Kitchen offers food product development, analysis and evaluation, product promotion, as well as other related services.

www.hollandcollege.com/applied_research/smartest_kitchen.php

9.0 HR Service Providers

Bioscience employers can access expertise of HR service providers some of which are identified below.

Halliwell Consulting

Halliwell Consulting has over 30 years of experience of recruiting on behalf of clients from many industries including bioscience-related fields. The company has developed an online resume database for a seamless recruiting process that will enable easy, confidential, and affordable access to new job opportunities by job seekers and to qualified applicants by employers.

www.halliwellconsulting.com

HRA

HRA is an Atlantic Canadian human resources and labour management consulting firm. HRA provides consulting expertise in human resources, labour relations, benefits administration, and business process. Founded in 1998, the company has helped clients negotiate and administer collective agreements worth over \$400 million annually, and serves both public and private clients throughout Atlantic Canada, as well as in Ontario and Western Canada.

www.hra.ca

Island Recruiting

Island Recruiting works with proactive Island companies to fill labour gaps by identifying appropriate resources and assisting companies to hire these employees. The company has recruiting specialists working with organizations across many sectors.

www.islandrecruiting.com

MRSB Consulting Services Inc.

MRSB Consulting Services Inc., established in 1999, is an innovative and forward thinking company providing consulting services to a wide variety of clients from diverse sectors including: private sector companies; associations; government; and educational institutions throughout Atlantic Canada. MRSB has been supporting the local bioscience cluster for almost 10 years. MRSB assists clients in preparing HR strategies as well as the development and implementation of other strategies and plans.

www.mrsbconsulting.com