



## IDENTIFICATION

Department	Position Title	
Finance	Superintendent, Southern Region	
Position Number(s)	Community	Division/Region(s)
15-11560	Fort Smith	Southern Region

## PURPOSE OF THE POSITION

The Superintendent, Southern Region, directs the development, delivery and evolution of enterprise-wide human resource operations for its clients, which include management and residents of the NWT through three Client Service Centres. The human resource services provided include providing management with front-line human resource advice and guidance in the areas of planning, development and labour relations; the implementation of human resource services that effect broad GNWT human resource management priorities and objectives; and recruitment services. The position is also responsible for ensuring a strong client service focus in direct human resource service delivery of products and services developed in conjunction with the other human resource service delivery groups. The Superintendent is responsible for the development and delivery of corporate Regional Recruitment Strategies and Programs.

## SCOPE

This position reports to the Deputy Secretary, of Human Resources, and is expected to work with the Deputy Heads of departments and the Executive's Regional Director in his/her role as chair of the Regional Management Committee (RMC) to carry out planning, coordination and implementation of Corporate and interdepartmental initiatives in the region.

The section is responsible for the provision of consistent and timely human resource generalist advice and services reflective of government-wide policies, procedures, legislation and collective agreements affecting the terms and conditions of employees working in the Fort Smith, Fort Simpson and Hay River service areas. These services include recruitment of permanent, term, transfer, seasonal and casual staff. As a senior advisor, providing expert human resource advice, the incumbent participates in departmental and interdepartmental projects and policy development, monitors the application of policies,

standards and guidelines, and provides advice. Support and training is provided to departmental/board staff on human resource functions such as staffing, labour relations, training, e-Recruit and job evaluation.

The incumbent will play an important role in providing regional input into policy and standards development and in assisting local managers with the implementation and effective use of human resource programs that would enhance recruitment and retention of employees. The incumbent is also responsible for the development and delivery of corporate Regional Recruitment Strategies.

A major challenge for this position is to ensure consistency in the level of service and quality of advice provided by human resource staff while at the same time offering creative and flexible alternatives to recruitment and retention challenges. The incumbent must also work closely with the other Client Services and Recruitment Directors to ensure a government-wide consistent approach to the delivery of human resource services and specifically the Regional Recruitment Strategies and Programs.

### **DIMENSIONS**

- Reporting Positions (6 direct) (4 indirect)
- Compensation & Benefits (\$)
- Operations & Maintenance (\$)
- Total Budget \$1,900,000

### **RESPONSIBILITIES**

1. **DIRECTS and leads the development and implementation of strategies that enhances the delivery of human resource services to departments, boards and agencies.**
2. **DIRECTS and leads human resource and recruitment strategic planning;**
  - Identifies recruitment needs trends and issues
  - Develops, recommends and implements new and innovative recruitment strategies
  - Evaluate procedures and technology solutions to improve the recruitment process
  - Develops, recommends and implements corporate regional recruitment strategies.
3. **DIRECTS and manages the provision of front line labour relations and strategic human resource advice and guidance in the areas of business planning, succession planning, best practices, the feasibility of human resource approaches and employee management to departments, boards and agencies.**
4. **Ensures effective human resource operations by meeting the following performance areas:**

- Align: Interpret and execute human resource client facing services in alignment with the core business strategies of the organizations they support.
- Partner: Partner with organizational leaders to ensure the value of human resources to their organizations.
- Lead Change: Lead the change involved with driving value from the HR organization's vision and strategy.
- Legal Compliance: Is accountable for ensuring that HR services are delivered in accordance with all Federal, and Territorial laws that apply to the HR administrative processes.
- Improve: Continuously improve the cost, quality and timeliness of HR services.
- Develop: Develop a management team that allows delegation of decisions and actions that align with the HR Management and Recruitment Services' mission.
- Provide: Provide for the development and welfare of all HR Management and Recruitment Services employees to inspire their continued effort and commitment.
- Communicate: Ensure communications for HR Management and Recruitment Services are consistent, timely, accurate and actionable.
- Measure: Create an environment that has demonstrable, quantifiable impact on overall business results.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Proven knowledge of, and ability to apply, best practices in human resource management.
- Proven client service focus and ability to see the big picture.
- Proven negotiating skills and interpersonal skills to maintain effective and lasting working relations with senior managers and staff from other departments.
- Proven ability to communicate both orally and in writing with senior managers, technical staff, and other stakeholders. This includes the ability to maintain professional communications in difficult circumstances and to exercise good listening skills.
- Proven strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities.
- Proven organizational and time management skills.
- Proven ability to manage a budget.
- Proven ability to work to deadlines and respond effectively to frequently changing deadlines.
- Proven ability to read and interpret legislation, regulations and policy and to

understand the impact of policy changes on human resource management.

- Proven human relation skills consistent with the need to effectively manage a diverse group of employees and to provide effective human management of those employees.
- Proven ability to work effectively within larger management teams.
- Proven understanding of the GNWT's organization, environment, culture, and business strategies with the ability to understand, recognize and/or anticipate concerns or problems that will ultimately affect the GNWT's ability to attract, retain and motivate employees.

**Typically, the above qualifications would be attained by:**

This is normally obtained through a Master's degree in business administration or a related field plus 7 years of progressive experience, including at least 4 years of management experience.

**WORKING CONDITIONS**

**Physical Demands**

No unusual physical demands.

**Environmental Conditions**

No unusual environmental conditions.

**Sensory Demands**

This position requires the incumbent to be attuned to non-verbal cues during activities such as meetings with senior management in departments and boards to discuss and negotiate service levels.

**Mental Demands**

This position requires frequent changes in priorities and an ability to "think on your feet" when discussing issues with managers in order to present convincing arguments.

The incumbent deals with senior staff and staff from many departments and boards who may have divergent perspectives and demands. The incumbent is seen as the expert; resolutions/answers are required.

A high level of concentration and attention is essential. The scope of work can involve politically sensitive issues and tight deadlines. The accuracy of the work impacts people's lives and futures.

## **ADDITIONAL REQUIREMENTS**

### **Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

### **French language** (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

#### ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

#### READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

#### WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

**Aboriginal language:** To choose a language, click [here](#).

- Required
- Preferred