



Government of  
Northwest Territories

**IDENTIFICATION**

Department		Position Title	
Finance		Regional Recruitment Specialist	
Position Number(s)	Community	Division/Region(s)	
15-14402	Fort Smith	Southern Region	

**PURPOSE OF THE POSITION**

The Regional Recruitment Specialist is responsible for the implementation, development and delivery of specialized recruiting strategies and programs that will lead to an increase in the number of northern residents placed into vacant regional positions.

Specifically, the Regional Recruitment Specialist is responsible to provide ongoing advice, support and assistance to departments, boards and agencies in support of the Regional Recruitment Program, an initiative to link vacant regional Government of the Northwest Territories (GNWT) positions with community residents across the Northwest Territories (NWT). This is achieved by working with regional supports and contacts to support departments, boards and agencies to identify potential candidates, develop and implement training plans and support trainees to achieve success in on the job training positions.

**SCOPE**

The recruitment and retention of a public service that is representative of the people it serves is a priority of the GNWT. Reporting to the Superintendent, Southern Region, this position plays an important corporate role in assisting all departments, boards and agencies with recruitment of individuals who can participate in an on-the-job training opportunity; and supporting departments, boards and agencies to develop, implement and monitor individual learning plans, targeted training and development, and other supports that may be required to ensure program success.

This position is responsible for the provision of recruitment support for regional vacant positions as well as the development, implementation and evaluation of corporate recruitment programs and initiatives.

The incumbent must possess extensive knowledge of the human resource needs of all departments, boards and agencies and must develop and maintain contacts with regional supports that may be available, including but not limited to the Department of Education Culture and Employment and the Department of Executive.

A major challenge for this position is to actively work with departments, boards and agencies to achieve the overall goal of decreasing the number of regional vacant GNWT positions. Another major challenge for this position is the identification of suitable candidates from a limited labour pool in some regional communities.

### **RESPONSIBILITIES**

- 1. The Regional Recruitment Specialist works with regional contacts from other departments, boards and agencies to identify potential sources of candidates for vacant regional positions throughout the NWT and develops strategies to attract, hire and retain such candidates.**
- 2. The Regional Recruitment Specialist collaborates with headquarters staff in the development of marketing and promotional materials designed to promotion careers within the public service in regional and/or specific community locations.**
- 3. The Regional Recruitment Specialist participates in the development and implementation of ongoing GNWT initiatives focused on the development of a northern workforce. These long and medium term strategies are intended to assist in the recruitment and retention of northerners in regional positions located throughout the GNWT.**
- 4. Liaise with hiring departments, boards and agencies to determine if a position is suitable for participation in the Regional Recruitment Program and if so work with contacts to identify potential candidates, advertise the availability of the position and screen candidates.**
  - In collaboration with DHR colleagues as required, provide staffing advice to hiring managers.
  - Provide hiring managers with assistance in drafting Direct Appointment documents, if required.
- 5. Review program applications from departments, boards and agencies for support from the Regional Recruitment Program; approve training plans and applications consistent with the Program Guidelines; allocate funding; and provide notification to successful applicants.**
- 6. Coordinate the development and implementation of training plans for participants in collaboration with contacts including but not limited to the hiring manager, the participant, regional training committees, and the regional offices**

of both the Department of Education Culture and Employment and the Department of Executive.

- Work with the hiring manager to identify and educate trainers whose role is to provide on the job training of the participant.
- 7. Ensure training plans are consistent with Program Guidelines, relevant collective agreements, and departmental and GNWT policy and legislation, and provide advice to departments, boards and agencies regarding program and training plan parameters. This includes meeting with the hiring manager and the trainee (in person and/or via conference call) to review the training plan and the progress achieved, and providing advice and assistance to hiring managers and trainees on how training plans may be modified to achieve success. The meeting schedule is to be determined between the Regional Recruitment Specialist, the hiring manager and the trainee but should occur at least once for each trainee and preferably midway through the on the job training term.
- 8. Report on the program at regular intervals and/or as required.
- 9. Coordinate program evaluation reviews to confirm program objectives are being met and provide recommendations for program changes if required.
- 10. In partnership with relevant regional contacts, support the delivery of specialized workshops intended to educate the public on how to successfully apply on jobs with the GNWT.
- 11. Ongoing research and literature review related to various learning and development topics including but not limited to mentorship, on the job training programs, adult learning, and recruitment and retention.
- 12. Work with other departmental employees, as required, to ensure program success.
- 13. Assist with the development and delivery of specialized regional recruitment plans as needed.

#### **WORKING CONDITIONS**

No unusual working conditions.

#### **Physical Demands**

No unusual physical demands.

#### **Environmental Conditions**

No unusual environmental conditions.

### **Sensory Demands**

No unusual sensory demands.

### **Mental Demands**

No unusual mental demands.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Proactively develop relationships with partners by making efforts to listen to and understand; anticipate and provide solutions to client needs; give high priority to client satisfaction.
- Take initiative in making active attempts to influence events to achieve goals; self-start rather than accept passively; take action to achieve goals beyond what is required; be proactive.
- Generate creative solutions to client situations and problems.
- Accurately forecast future requirements consistent with corporate goals; organize and follow through to achieve goals including priority setting, objective and action plans, determine resource needs and ensure plans/budget integrity.
- Respond to new and changing business opportunities and obstacles by reassessing priorities.

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

These knowledge, skills and abilities are typically attained through the completion of a post-secondary degree in Human Resources, Business Administration or related discipline with six years' experience delivering programs in a career development or human resources environment.

### **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