



IDENTIFICATION

Department		Position Title	
96-001		Administration Officer	
Position Number(s)	Community(s)	Division/Region(s)	
96-6846	Fort Simpson, N.W.T.	Dehcho	

PURPOSE OF THE POSITION

The position provides a full range of services that support the administrative, financial and personnel functions of the Dehcho Divisional Education Council staff and employees in the efficient day to day operations of the region's schools. Work is completed in accordance with departmental policies, the Human Resources Manual, the Public Service Act, Collective Agreements (Union of Northern Workers, Northwest Territories Teachers Association) and the Excluded and Senior Management Employees Handbooks.

SCOPE

Reporting to the Comptroller, the incumbent works in the Dehcho Divisional Education Council office in Fort Simpson and provides services to eight communities in the region. The position would provide support to employees regarding human resource issues and support the functions of the financial administration and records management of the council.

This position provides human resource, pay and benefits consultation and liaison for approximately 105 indeterminate employees and on average 30 casual employees. The position provides interpretation and advice on the Public Service Act, UNW and NWTTA Collective Agreements, Education Act, Human Resource Manual, Employee Handbooks and legislation.

The incumbent specifically provides services with regards to teachers that include: recruitment, employee and labour relations, human resource planning/development, coordination of job evaluations, training and development, pay and benefits and leave. This position also has the authority to make offers of employment with delegated authority and authorize pay for NWTTA positions.

The position is also responsible for the collection and monitoring of staff attendance and attendance as well as other human resource related functions as required.

Support for financial and administrative programs is provided as needed. Administrative services include, but are not limited to: purchase orders, bank reconciliations, journal vouchers, and invoices. The incumbent provides personnel services with respect to the hiring of teachers, casual staffing, and acts as a liaison between the DDEC and the Department of Human Resources.

The position is also responsible for records management and administration, including the role of Access to Information and Privacy Officer.

RESPONSIBILITIES

Provides recruitment and selection services for the Dehcho Divisional Education Council and ensures the integrity of the recruitment process in accordance with the Human Resource Manual, the Public Service Act, Staffing Manual and Collective Agreement and Affirmative Action Policy.

1. Prepares advertisements, assists in setting screening criteria, and sets up interviews and checks references for employment opportunities for NWTTA competitions.
2. Prepares letters of offers and documentation packages as well as determines salaries for new hires to NWTTA positions.
3. Liaison with the Department of Human Resources on competitions for NWTTA positions.

Contributes to the provision of compensation services for the Dehcho Divisional Education Council.

1. Prepares initial pay action as a result of recruitment and selection activities for NWTTA positions and all casual hires.
2. Advises the Pay and Benefits Officer to ensure that compensation for employees is accurate and according to appropriate entitlement for NWTTA positions.
3. Forwards appropriate documents to new employees (NWTTA).
4. Administers the employee clearance procedures for all employees.
5. Maintains file records of all employees.

Provides administrative support to the management of employees for the Dehcho Divisional Education Council.

1. Maintains the Organization Chart
2. Oversees and maintains employee attendance collection and records.
3. Has tertiary signing authority for Peoplesoft.
4. Collaborates on the review and development of job descriptions.
5. Supervision of casual staff.

Access and Privacy Administration

1. Receive, record and administer access and privacy requests.
2. Determine the information required to fulfill request.
3. Review and communicate with others involved in the process.

Contributes to the overall day to day activities of the payroll and finance department to ensure that financial transactions adhere to NWT Financial Administration Act and Dehcho Divisional Education Council Policies and Procedures efficiently and effectively.

1. Assists the Administrative Clerk in reconciling accounts receivable to ensure that documentation is completed for invoicing.
2. Assists the comptroller with salary and benefits forecasting, severance pay and removal liabilities, and school year end salary accruals.
3. Informs the Comptroller of employee salary adjustments and retroactive payments.
4. Assists with audit preparations.
5. Participates in administration meetings to discuss administrative procedures and practices, and to determine solutions that would enhance the day to day administration services effectiveness and efficiency.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of human resource legislation, policies practices and theories.

Knowledge of human resource planning, organizational and job design, job evaluation, recruitment and selection, labour relations, employee development training and development.

Excellent interpersonal, oral and written skills.

Research, analytical, conflict resolution and problem solving skills to resolve problems and assist in Council procedures and practices.

Knowledge of benefits administration.

Ability to manage in a unionized public service environment.

Ability to interpret and enforce policies, directives, and collective agreements and various acts.

Be multi –task oriented and possess time management skills.

Ability to work in a team environment or independently as required.

Be a self starter.

Demonstrated self-confidence when faced with difficult situations.

Ability to interpret and enforce policies, directives, collective agreements and various acts.

Knowledge of computer software with an emphasis on human resource information systems, word processing, spreadsheets, email, and database applications to administer human resource transactions, correspondence and convey statistical and other information

Working knowledge and understanding of computer payroll environment, accounting programs, payroll programs, yearly reporting procedures, accounting procedures, payroll remittances, and knowledge of collective agreements, government policies, various acts, and legislation

Ability to deal with the public and employees in a professional manner.

These skills would normally be acquired through post secondary completion of business administration or human resource management programs, payroll experience; 3 years related human resources experience.

WORKING CONDITIONS

Physical Demands

The incumbent spends significant time sitting at a desk for lengthy periods of time with opportunity to move about the office. Occasionally s/he is required to lift and move boxes with regards to records storage and purchase orders. There is a need for concentration for accuracy of data entry. Eye strain may result for the daily continual use of a computer.

Environmental Conditions

The incumbent is located in a comfortable office environment. There is some travel required.

Sensory Demands

The incumbent may spend long periods of time on the computer. The incumbent can expect constant interruptions during the work day. The incumbent also spends a moderate amount of time on the telephone dealing with a number of issues such as labour relations; employee concerns with pay issues. Concentration is required when making benefit calculations/estimates, talking to employees, dealing with personnel in other departments such as payroll and Peoplesoft.

Mental Demands

There are mental demands of maintaining both the day to day aspects of the position while meeting the demands of the telephone, email, co-located staff. Other demands may come from dealing with angry/frustrated employees and unsuccessful job applicants when expectations are not met, frequently for reasons beyond the control of the incumbent. There are mental demands of dealing with time lines involved with the payroll and reporting functions and verifying the correctness and accuracy of the information reported. The incumbent will have to be well organized to handle simultaneous tasks ensuring accuracy and to ensure tasks are completed in a timely manner. The position deals with cultural differences and client expectations that may be in conflict with departmental and governmental policies.

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

Official Language Considerations (check one)

- ☒ Not required
- ☐ Bilingual required (state language): _____