



Government of  
Northwest Territories

**IDENTIFICATION**

Department	Position Title	
Finance	Deputy Secretary of Human Resources	
Position Number(s)	Community	Division/Region(s)
15-11320	Yellowknife	Human Resources

**PURPOSE OF THE POSITION**

Reporting to the Deputy Minister, Finance, the Deputy Secretary of Human Resources has responsibility for providing policy and program direction and human resource management services to the public service, including all departments, boards and agencies.

The purpose of this position is to lead the development of government wide human resource practices in the areas of planning, expert employee management, development and labour relations; along with the implementation of human resource services that affect broad GNWT management priorities, as well as public service objectives.

This position works within a Legislative and Policy framework and carries out its responsibilities in accordance with GNWT acts, regulations, policies and procedures that include such things as the Public Service Act, Public Service Regulations, and multiple Government Policies. As well, the incumbent must work within and provide advice on the various Terms and Conditions of employment.

**SCOPE**

The activities of the Deputy Secretary have a direct impact on the ability of all departments, boards and agencies to carry out their business. There is also a direct impact on all employees through their employee development, management, workforce and performance planning. This position is responsible for the delivery of human resource management and services across the GNWT and therefore all activities of the position are government-wide in scope.

As the senior manager responsible for human resource services, the Deputy Secretary of Human Resources is responsible for the development and implementation of policies,

procedures and systems that ensure effective and efficient human resource management across the organization. The Deputy Secretary of Human Resources also provides expert advice and counsel to the Secretary of the Financial Management Board/Deputy Minister, the Minister of Finance and to the Financial Management Board as required. The Deputy Secretary of Human Resources and their senior staff must maintain an overview and complete understanding of the government and its human resource affairs. This global focus and organizational knowledge is critical if the Department of Finance is to provide the high level and expert advice demanded with respect to decisions related to human resource matters.

The Deputy Secretary is responsible for the provision of services in Headquarters that includes service centres in Yellowknife and Tlicho, as well as the Northern and Southern Regions that consist of five Regional Service Centres.

As a member of the Finance senior management team, the Deputy Secretary participates at a Senior Executive level in setting priorities and objectives for the department and providing overall management direction. This responsibility is broader than human resource activities and encompasses all elements of departmental management.

The Deputy Secretary of Human Resources will be asked to contribute to cross government initiatives, as required, in support overall GNWT management that could include Assistant Deputy Minister Committees reporting to various Deputy Minister Committees.

## **DIMENSIONS**

The Department of Finance have the mandate to obtain, manage and control the financial resources required to implement the Government of the Northwest Territories' policies and programs; provide leadership and direction in all areas of human resource management; regulate the insurance industry and control the sale of alcohol products in the Northwest Territories. As a result, the size of the overall operations expenditure is \$1.7 billion and includes 5,626 positions which provides a realistic expression of the dimensions of the Deputy Secretary's responsibilities.

Direct accountabilities include:

- Direct Reports      6 Reporting Positions (5 Senior Manager Positions, 1 Executive Secretary)
- Total Staff            101
- Budget                \$19,577,000

## **Director, Labour Relations**

The Director, Labour Relations is responsible for leading all aspects of the GNWT collective bargaining process with the GNWT and the NWTTA, and to provide advice and support related to mandate development for other collective agreement and terms and conditions of employment processes in the Northwest Territories. This position is also responsible for

developing and implementing strategies and initiatives that proactively foster and promote sound employee relations throughout the GNWT to advance a unified approach to resolution of employment disputes.

This position is the GNWT's expert on union and non-unionized employee relations and is responsible for ensuring the consistent application of the legislation, terms and conditions of employment and policies that govern the GNWT's human resource management. This position is responsible for directing the adjudication of grievances, human rights complaints and employment related court challenges.

### **Director, Management and Recruitment Services**

The Director, Management and Recruitment Services directs the development, delivery and evolution of enterprise-wide human resource operations for its clients, which include management, employees, and residents of the NWT. The human resource services provided include providing management with front-line human resources advice and guidance in the areas of planning, development and labour relations, the implementation of human resources services that effect broad GNWT human resource management priorities and objectives; and recruitment services. This 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.

### **Director, Strategic Human Resources**

The Director, Strategic Human Resources is responsible for providing strategic leadership on corporate human resource management policies, programs and strategies which support GNWT wide objectives of an effective, representative and inclusive public service. This position is responsible for leading the on-going effectiveness of human resource strategies and programs and for the provision of human resource planning and employee development across government through a workforce planning capacity and a staff training unit.

This position is responsible for ensuring development, implementation and evaluation of comprehensive diversity and inclusion strategies, initiatives and programs in collaboration with all GNWT departments, boards and agencies through a diversity and inclusion unit.

This position is responsible for ensuring the evaluation of GNWT positions complies with the legislative requirement of equal pay for work of equal value.

### **Superintendent, Northern Region**

The Superintendent, Northern Region directs the development, delivery and evolution of enterprise-wide human resource operations for its clients, which include management, employees, and residents of the NWT. The human resource services provided include providing management with front-line human resources advice and guidance in the areas of planning, development and labour relations, the implementation of human resources services that effect broad GNWT human resource management priorities and objectives; and

recruitment services. This 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.

### **Superintendent, Southern Region**

The Superintendent, Northern Region directs the development, delivery and evolution of enterprise-wide human resource operations for its clients, which include management, employees, and residents of the NWT. The human resource services provided include providing management with front-line human resources advice and guidance in the areas of planning, development and labour relations, the implementation of human resources services that effect broad GNWT human resource management priorities and objectives; and recruitment services. This 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.

### **RESPONSIBILITIES**

1. Responsibility for leading the development of government wide human resource practices in the areas of planning, expert employee management, development and labour relations; along with the implementation of human resource services that affect broad GNWT management priorities, as well as public service objectives.
2. Provide strategic advice, analysis and information to the Deputy Minister, Minister and the Financial Management Board.
3. Leads the implementation of human resource strategies for the provision of efficient and effective HR service delivery, and oversee the administration of departmental programs and services.
4. Responsibility for providing policy and program advice and human resource management services to the public service, including all departments, boards, agencies and employees.
5. Ensures that the provision of departmental programs and services is measured by objective, as well as subjective means, and optimum performance is based on government wide/department goals and objectives.
6. Oversees the services delivered by all divisions and the Regional Service Centres and provides expert advice and support as required.
7. Leads the preparation of presentations, briefing and responses to Legislative Assembly Standing and Special Committees.
8. Contributes to the effective management of the Department of Finance through positive collaboration with the Deputy Minister and other senior officials of the department.

## **WORKING CONDITIONS**

(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

### **Physical Demands**

This position works in an office setting and there are no unusual physical demands.

### **Environmental Conditions**

This position works in an office setting and there are no unusual environmental conditions.

### **Sensory Demands**

This position works in an office setting and there are no unusual sensory demands.

### **Mental Demands**

The incumbent is exposed to tight deadlines and large workloads with competing priorities and demands. The scope of work can involve politically sensitive issues with a high degree of intensity. Decisions often have long range effects.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong strategic thinking skills and judgment, as well as demonstrated ability to research, analyze and synthesize multiple concepts and priorities are essential.
- Expert knowledge and ability to apply human resource management practices, legislation, policies and processes.
- Expert knowledge of human resource development and labor force capacity building.
- Demonstrated excellence in customer service and change management.
- Extensive knowledge of GNWT and departmental organization and how it operates in a shared service context and a continuous improvement focused environment.
- Excellent interpersonal and communications skills.
- Demonstrated leadership and team building skills.
- Seasoned and demonstrated knowledge of management practices.
- Knowledge of Business planning processes, government decision-making processes.
- Effective written and verbal communication skills, including the ability to maintain professional communications in difficult circumstances.
- The ability to work to deadlines and respond effectively to frequently changing deadlines.
- The ability to effectively manage a diverse team of individuals in a cross cultural environment.
- The ability to read and interpret legislation and regulations.

- The ability to implement management practices effectively in an environment of substantially diverse activities.
- Proven ability to manage a budget.

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

This is typically obtained through a University degree in Human Resource Management, Public Administration or Business Administration or a related field plus 8 years of progressive experience, including at least 5 years of management experience in the field of Human Resources.

**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