



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Finance	Human Resource Officer	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
15-1136	Norman Wells	Management and Recruitment Services

## **PURPOSE OF THE POSITION**

This position provides general human resource transactional services including recruitment services, job description preparation, labour relations advice and services and coordination of employee orientation and employee recognition. The work of this position helps to ensure the recruitment and retention of a qualified and capable public service in the Beaufort Delta service area as outlined in established GNWT Acts, regulations, guidelines, policies, procedures, service agreements and applicable Collective Agreements.

## **SCOPE**

Reporting to a Client Service Manager, this position is specialized in areas of recruitment, employee orientation and job description development. The incumbent will be knowledgeable in the area of labour relations.

The position must provide services that meet the general service standards established across government as well as unique service standards established to meet unusual situations in a given department or board that require an alternative standard. These standards are captured in service agreements approved by Finance and each department/board.

## **RESPONSIBILITIES**

- 1. Assist with the development and implementation of departmental recruitment plans with departmental managers by facilitating the recruitment process.**
  - Provide advice and guidance to managers regarding determining recruitment options.
  - Chairs and facilitates selection committee activities, including screening, assignments and interviews.



- Ensures entire recruitment and selection process is consistent with policy, legislation, and best practices.
  - Provides expert advice and training to members of the Recruitment Selection Committees.
  - Prepares documents required for direct appointments, secondments and transfer assignments.
  - Prepares employment contracts.
- 2. Assists departmental managers in promoting healthy labour/management relations by assisting with general labour relations issues as directed by the supervisor. Acts as a front line contact for departmental managers in communicating with Labour Relations.**
- Facilitate and participate in Labour Relations and Duty to Accommodate meetings.
  - Analyze, research and synthesize appropriate advice and guidance for managers.
  - Draft and review labour relations and medical prognosis letters.
  - Communicates labour relations advice and guidance to departments.
- 3. Provides advice and support services for effective performance planning and review in assigned departments/boards.**
- Guide Supervisors in providing advice and support on the development of performance planning and review practices that meet the needs of managers and employees in a department/board.
  - Provides support reminding people of the need to do performance planning and review, tracking the reviews completed, summarizing information on reviews completed and tracking training needs identified in a useful format for management's consideration.
  - Provide advice and guidance to managers in implementing effective performance planning practices with all employees.
  - Helps the Supervisor to provide training and tools for managers and employees to ensure effective use of performance planning and ensures planning and development process to benefit both the employer and employee.
  - Compiles performance review results to help guide departmental planning on employee development and retention.
  - When requested by a manager, provides advice on options for managing and encouraging positive performance.
- 4. Support departmental managers with the departmental and divisional orientation of new employees.**
- Develops and maintains departmental orientation plans.
  - Develops and maintains departmental orientation checklists.
  - Develops and maintains departmental orientation information for new employees.



- 5. Support departmental managers in the review of existing and the development of new job descriptions for submission to the Job Evaluation Unit.**
  - Provide advice and guidance to departmental managers with writing job descriptions.
  - Maintains, on request, departmental organizational charts and manual position files.
  - Provides support in tracking requests for position evaluations.
  
- 6. Facilitates the employee recognition programs within assigned departments by providing advice and information on GNWT and Departmental policies.**
  - Support managers in developing and implementing effective department/board-wide employee recognition programs.
  - Support in the development of tools and advice for managers in developing effective recognition skills.
  - Co-ordinates activities associated with recognition of employees' long service and retirement.
  
- 7. Provides advice and support services for employee development in assigned departments/boards.**
  - Support the Supervisor in providing advice and counsel to help management teams set priorities for training and development.
  - Support the Supervisor in preparing employee development plans and programs to address specific-department/board needs.
  - Support managers in preparing competency-based approaches to employee development.
  - Works with the Supervisor in identifying options and opportunities for developmental activity for individuals and department/board-wide.
  - Assists with the preparation of individual development plans for all employees.
  - Helps coordinate staff training and development opportunities.
  
- 8. Ensures the effective delivery of recruitment and retention programs such as the Summer Student Employment Program, Internship Program, and Indigenous Career Gateway Program.**
  - Provide the Supervisor management with information and advice on the use of corporate programs to support departmental priorities and human resource plans.
  - Support managers with the processes for accessing corporate programs and ensure the preparation of appropriate documentation.
  
- 9. Assists Directors, Senior Managers and Managers in promoting healthy labour/management relations.**
  - Provide advice and guidance to promote healthy labour/management relations.



- Provides advice and recommendations on interpretation of statutes, collective agreements and other employment contracts, and labour/employee relations policies and practices.
- Provides advice, consultation, recommendations, and support in resolving labour relations issues, including duty to accommodate, performance management, culpable and non-culpable conduct, terminations, etc.
- Provides advice on the application and interpretation of the Public Service Act and Regulations.
- Provides advice on the application of the Code of Conduct, reviews and provides advice to clients on outside employment.
- Researches and maintains expertise in the area of employment and labour law.
- Ensures the preparation and review of documentation including recommendation letters to client department, medical prognosis, written reprimands in dealing with labour relations matters.
- Coordinates and participates in workplace investigations.
- Coordinates and works closely with the Labour Relations division to ensure accurate and timely advice.
- Guides managers with preparation and implementation of performance improvement plans.

**9. Provides general support for human resource function to the division in general areas by:**

- Attend and participating in department meetings including but not limited to staff meeting, regional or departmental meetings.
- Review and process remuneration documentation including but not limited to acting pay, salary adjustments, and change of employment status.
- Conduct mock interview with clients.
- Review assigned help desk tickets to resolve client enquiries.
- Use and manage of electronic systems such as eRecruit and DIIMS including but not limited to filing, submissions and ensuring appropriate naming of documents.
- Support departments with the Indigenous Building Capacity secondment program.
- Other assigned tasks by Senior Human Resource Officer.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.



### **Sensory Demands**

No unusual demands.

### **Mental Demands**

Unpleasant direct personal contacts or concern about unpleasant situations are possible during regrets on recruitment activity, labour relations support situations or during exit interviews. This occurs 20 times per month, ranging from 10 minutes to 2-3 hours.

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

- Client service orientation.
- Ability to communicate, both orally and in writing, with senior managers, technical staff, and other employees.
- Organizational and time management skills.
- Knowledge of Acts, Regulations, and procedures applicable to human resource management.
- 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.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

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

A relevant bachelor's degree coupled with two (2) years of experience in a relevant field.

Equivalent combinations of education and experience will be considered.

### **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

**Indigenous language:** Select language

Required

Preferred