



## IDENTIFICATION

Department	Position Title	
Finance	Junior Human Resource Officer/HRA	
Position Number	Community	Division/Region
15-11561	Fort Smith	MRS/Southern Region

## PURPOSE OF THE POSITION

This position provides accurate and timely human resource transactional services that assist the Superintendent, Regional Recruitment Specialist and Human Resource Officers in ensuring the recruitment and retention of a qualified and capable Public Service in the assigned service area as outlined in established GNWT Acts, regulations, guidelines, policies, procedures, service agreements and applicable Collective Agreements and Employee Handbooks.

## SCOPE

Reporting to the Superintendent, Southern Region, this position is responsible for supporting the provision of front-line human resource services in the areas of recruitment, employee orientation and employee recognition. The position also provides administrative services for the Centre.

This position must provide services that allow the Centre to meet the general service standards established across government as well as unique service standards established to meet unusual situations in each department or board that require an alternative standard.

## RESPONSIBILITIES

- 1. Provides administrative support to the Centre ensuring all functions are achieved in adherence to government policies and procedures within set deadlines.**
  - Answer phones, take messages and direct calls.
  - Maintain bring forward (BF) system for the Centre and ensure that required follow-up is done for all items.
  - Ensure supply room is maintained and organized.



- Ensure that office machines and equipment, including, computers, printers, and other electronic equipment are in good working order and coordinate requests to resolve problems.
  - Coordinates, monitors, purchases, and maintains an inventory of all office supplies for the unit, ensuring economies of scale are achieved whenever possible.
  - Maintains boardroom bookings.
  - Sorts, opens, and logs mail for the Centre.
  - Provides courier and registered mail services.
  - Maintains chrono files for the section, ensuring that monthly files are separated by name of the letter signed.
  - Archives and retrieves files.
  - Organizes and maintains ARCS filing system for classifying, retrieving, and disposing of such material as correspondence, records, and other documents.
- 2. Assists with the development and implementation of departmental recruitment plans with departmental managers by facilitating the recruitment process.**
- May provide support, advice, and guidance to managers in determining recruitment options.
  - Chairs and facilitates selection committee activities, including screening, interviews, and regrets.
  - 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.
  - Works closely with Human Resource practitioners to ensure that competition files are maintained and complete.
- 3. Monitors applications and actively supports the sharing of candidates through eligibility lists to ensure the appropriate placement and consideration of suitable candidates.**
- Reviews candidates on files to determine possible eligibility on other competitions.
  - Makes appropriate referrals of suitable candidates to Human Resource Officers prior to initiating the advertising phase.
  - Keeps statistics on the use of eligibility list candidates, the time to place candidates, and trends in application quality.
- 4. Facilitates the employee recognition programs within assigned departments by providing advice and information on GNWT and Departmental policies.**



- Assists managers in developing and implementing effective department/board-wide employee recognition programs.
  - Assists with the development of tools and advice for managers in developing effective recognition skills.
  - Coordinates activities associated with recognition of employees' long service and retirement.
  - Printing certificates and obtaining signatures.
  - Coordinating framing of long service certificates including bill back associated costs to departments.
  - Writing bios for long service recipients.
- 5. Ensures the effective delivery of recruitment and retention programs such as the Summer Student Employment Program, Northern Graduate Employment Program, Regional Recruitment Program, and the Indigenous Career Gateway Program.**
- Assists the Supervisor in providing management with information and advice on the use of corporate programs to support departmental priorities and human resource plans.
  - Assists managers with the processes for accessing corporate programs and ensure the preparation of appropriate documentation.
- 6. Gathers, Organizes, and compiles regular statistics and monthly reports.**
- Prepares HR Reports on statistics for Affirmative Action, new hires, competitions, turnover and other related issues as needed or as part of the regular monthly reporting to clients.
  - Prepares letters, reports, briefing notes, and other HR related documentation.
- 7. Aid with termination of employees.**
- Send termination notices for employees who are either resigning or retiring.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.



### **Mental Demands**

Unpleasant direct personal contacts or concerns about unpleasant situations are possible during activity related to staffing. This occurs 10 times per month, ranging from 5 minutes to half an hour.

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

- Both oral and written communication skills.
- Organizational and time management skills.
- Knowledge of Acts, Regulations, and procedures applicable to the selection and recruitment process in 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 bachelor's degree in a relevant field and 1 year or experience.

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