



## IDENTIFICATION

Department	Position Title	
Finance	Programs Specialist	
Position Number	Community	Division/Region
15-12663	Yellowknife	Strategic Human Resources

## PURPOSE OF THE POSITION

This position is accountable for planning, researching, designing, and implementing strategies and programs aimed at assisting departments and agencies ("departments") in recruiting, retaining, and developing qualified employees for the Government of Northwest Territories (GNWT) public service.

## SCOPE

Reporting to the Manager, Employee Development and Workforce Planning, the Programs Specialist works with partners across the GNWT to assess long and short-term GNWT and departmental needs to develop appropriate strategies, programs and initiatives to address those needs, and provide appropriate strategic human resource assistance.

The resulting programs and assistance enable Deputy Heads and senior management teams to plan for, recruit and develop employees to provide quality GNWT programs and services. The recruitment and retention of qualified, capable northern employees, representative of the population served, is a priority of the GNWT.

A major challenge of this position is that the environment within which employees work is constantly shifting, and recruitment and retention strategies must also shift. Factors that impact the GNWT recruitment and retention environment include potentially large number of long-serving employees leaving the GNWT, challenges associated with a competitive labour market and a limited labour pool and changing expectations and needs of employees.

## RESPONSIBILITIES

### **1. Workforce Planning and Recruitment and Retention Strategies and Programs**



- Collaborates with and provides strategic advice to Client Service Managers and Senior Management teams to identify long-term and short-term workforce needs.
- Proactively develops strategies and provides advice, analysis and information towards the development and implementation of appropriate recruitment and retention initiatives to fulfill departmental needs.
- Plans, communicates and project manages the implementation of recruitment and retention strategies and programs.
- Maintains current knowledge of national and international labour markets, relevant legislation, and best practices.
- Provides best practice advice on recruitment and selection practices to hiring managers and other human resource practitioners.
- Provides advice and direction on the development and implementation of initiatives that support the overall GNWT direction on affirmative action, employment equity and a representative workforce.

## **2. Performance and Talent Management Strategies and Programs**

- Ensures consistency, coordination and a common theme and brand within strategies and programs that assist and support with the development and implementation of competency-based performance management programs to ensure regular feedback between employee and supervisors.
- Assists with the preparation of competency-based employee development plans and programs to address departmental needs.
- Develops strategies and provides analysis and advice towards the implementation of subsequent programs aimed at identifying high potential employees, recommending appropriate development opportunities, and ensuring accountability for follow through.
- Provides best practice information on setting priorities for training and development.
- Identifies development opportunities across the department.
- Develops appropriate tools to ensure appropriate documentation of performance feedback and goals as well as development plans.
- Provides best practice advice on training and development approaches.

## **3. Collaboration and Relationship Management**

- Liaises with internal stakeholders to ensure overall integration of performance and talent management programs and initiatives.
- Provides strategic human resource advice to employees and management as necessary.
- Provides regular guidance and advice on career development to client groups.
- Analyzes talent management and related metrics to evaluate programs and provide recommendations for improvements.
- Assists with the development and implementation of initiatives supporting diversity and a representative workforce in the GNWT.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to develop and implement talent management projects.
- Understanding of large organizational structures, environment, culture, and business strategies.
- Understanding of human resource best practices in talent management and program development.
- Familiarity with human resource practices in a unionized, public service work environment.
- Knowledge of barriers to career opportunities experienced by Indigenous persons and other groups.
- Ability to incorporate the perspectives of all members of the community in a decision-making process.
- Ability to understand and incorporate relevant human resource legislation, policies, and procedures into program development.
- Written, oral, and interpersonal communication skills.
- Ability to consider diverse literacy levels when developing documents and resources.
- Analytical and problem-solving abilities.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- High degree of self-motivation and self-direction.
- Team orientation and skilled in effective collaboration with members from a variety of backgrounds and cultures.
- 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 combined with two years of experience in one of Talent Management/Human Resources/Program Development or similar role, including one year of experience managing projects, whether paid and/or volunteer.

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