



## IDENTIFICATION

Department	Position Title	
Finance	Programs Officer	
Position Number	Community	Division/Region
15-12948	Yellowknife	Strategic Human Resources

## PURPOSE OF THE POSITION

This position develops, reviews, revises, and recommends human resource programs and provides level advice regarding human resource programs within the GNWT, which will assist in the achievement of Government priorities and human resources practices. The programs are focused primarily in the areas of recruitment and retention and employee development.

## SCOPE

Reporting to the Manager, Employee Development and Workforce Planning, this position supports the GNWT's ability to recruit and retain and develop qualified staff by being aware of human resource issues and trends, which inform the 'big picture' overview of human resources and translating this awareness into an array of Department of Finance human resource programs. The incumbent is responsible for the development and maintenance of innovation programs which further specific strategic direction of the GNWT.

A major challenge of the position is to make recommendations on the development and amendment of human resource programs that support the development of a northern workforce, the retention of current employees and the recruitment of qualified and suitable employees in a challenging labour market.

## RESPONSIBILITIES

- 1. Provides expert advice on the implementation of human resource programs to managers and human resource staff.**
  - Ensures close cooperation with colleagues and across Government to share knowledge and expertise, and to give guidance.
  - Contributes to broad GNWT internal planning and reporting processes.



- Advises human resource and other GNWT staff on policy, procedures, strategies, techniques, and sources.
- In cooperation with other human resource staff, provides on-site support to departments in implementing programs.
- Conducts file or program reviews as requested and shares feedback with appropriate practitioners as part of quality assurance efforts and as a method of professional development.
- Develops strategic communication plans and provides workshops to departments as required.

**2. Develops, delivers, and revises corporate human resources programs.**

- Develops collaborative relationships with key GNWT stakeholders to identify issues and needs.
- Researches best practices in other jurisdictions.
- Collaborates internally and with external consultants to create an effective model that is relevant to the organizational goals of the GNWT.
- Facilitates focus groups within the organization to extract key information.
- Requests and synthesizes information from GNWT departments.
- Ensures that all processes are consistent, fair and equitable in accordance with GNWT policies and procedures.
- Chairs inter-departmental committees that provide feedback to SHR to ensure that all facets of a project are in accordance with organizational goals.

**3. Monitors and evaluates corporate human resource programs against established goals and objectives.**

- Establishes evaluation criteria for human resource programs and conducts evaluations.
- Analyses evaluation results and where necessary makes recommendations on program changes and or enhancements.

**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**

- Client service orientation.
- Ability to communicate, both orally and in writing, with senior managers, technical staff, and other employees.
- Organizational and time management skills.
- Ability to understand relevant human resource legislation, policies, and procedures.
- Evaluation, analytical and research skills.
- Knowledge and understanding of human resource services within a unionized, public service context.
- Consultative and facilitation skills.
- Ability to understand large organizational structures, environment, and culture.
- Skilled in teamwork with members from a variety of backgrounds and cultures.
- Ability to consider diverse literacy levels when developing documents and resources.
- 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 diploma coupled with 2 years of experience in a similar role or as a human resource generalist.

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