



## IDENTIFICATION

Department	Position Title	
Finance	Bilingual Human Resource Officer	
Position Number	Community	Division/Region
15-13979	Yellowknife	Management and Recruitment Services

## PURPOSE OF THE POSITION

The Bilingual Human Resource Officer position provides French language 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 assigned service areas as outlined in the *Official Languages Act*, regulations, guidelines, policies, procedures, service agreements and applicable Collection Agreements.

The incumbent is also responsible for French language human resource services in the areas of recruitment, job description preparation, and labour relations advice and services support to client service teams and departments.

## SCOPE

Reporting to the HR Client Service Manager, this position is responsible for the provision of front line human resource services in the areas of recruitment, employee orientation and employee recognition, labour relations and job description development in both English and French.

The position must provide French language services that allow the unit to 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.

## RESPONSIBILITIES

- 1. Facilitates the development and implementation of departmental recruitment plans with departmental managers by facilitating the bilingual recruitment process.**



- Provides bilingual support, advice and guidance to managers in determining recruitment option.
- Chairs and facilitates bilingual selection committee activities, including screening 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.
- Works closely with a Client Service Manager, and Human Resource Practitioners to ensure that competition files are maintained and complete.

**2. Assists departmental managers in promoting healthy labour/management relations by assisting with general labour relations issues as directed by the supervisor. Acts as frontline contact for departmental managers in communication with Labour Relations Advisors.**

- Participate in Labour Relations meetings.
- Analyze research and synthesize appropriate advice and guidance for managers.
- Draft and review labour relations 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. Supports departmental managers with the departmental and divisional orientation of new employees.**

- Develops and maintains departmental orientation plans.
- Develops and maintains departmental orientation checklists.

**5. Provides advice and support services for employee development in assignment 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.

**6. Ensures the effective delivery of recruitment and retention programs such as the Internship, Summer Student and Indigenous Career Gateway Programs.**

- Assists the Supervisor in providing client 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 ensures the preparation of appropriate documentation.

**7. Facilitates the employee recognition programs within the 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.

**8. Supports departmental managers in the review of existing and the development of new job descriptions for submission to the Job Evaluation Unit.**

- 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.

## **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 in French and English, 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 the selection and recruitment process in human resource management.
- Understanding of the GNWTs organization, environment, culture, and business strategies with the ability to understand, recognize and/or anticipate concerns or problems that will ultimately affect the GNWTs 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 Bachelors Degree coupled with two (2) years' of experience in a relevant field.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

The incumbent must be bilingual with the ability to speak, read and write in English and French.

**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