



## IDENTIFICATION

Department	Position Title	
Finance	Regional Recruitment Specialist	
Position Number	Community	Division/Region
15-14402	Fort Smith	MRS/Southern Region

## PURPOSE OF THE POSITION

The Regional Recruitment Specialist is responsible for the implementation, development and delivery of specialized recruiting strategies and programs that will lead to an increase in the number of northern residents placed into vacant regional positions.

Specifically, the Regional Recruitment Specialist is responsible to provide ongoing advice, support, and assistance to departments, boards, and agencies in support of the Regional Recruitment Program, an initiative to link vacant regional Government of the Northwest Territories (GNWT) positions with community residents across the Northwest Territories (NWT). This is achieved by working with regional supports and contacts to support departments, boards, and agencies to identify potential candidates, develop and implement training plans and support trainees to achieve success in on-the-job training positions.

## SCOPE

The recruitment and retention of a public service that is representative of the people is a priority for the GNWT. Reporting to the Superintendent, Southern Region, this position plays an important corporate role in assisting all departments, boards, and agencies with recruitment of individuals who can participate in an on-the-job training opportunity; and supporting departments, boards, and agencies to develop, implement and monitor individual learning plans, targeted training, development, and other supports that may be required to ensure program success.

This position is responsible for the provision of recruitment support for regional vacant positions as well as the development, implementation and evaluation of corporate recruitment programs and initiatives.



The incumbent must possess extensive knowledge of the human resources needs of all departments, boards and agencies and must develop and maintain contacts with regional supports that may be available, including but not limited to the Department of Education Culture and Employment and the Department of Executive.

A major challenge for this position is to actively work with departments, boards, and agencies to achieve the overall goal of decreasing the number of regional vacant GNWT positions. Another major challenge for this position is the identification of suitable candidates from a limited labour pool in some regional communities.

## **RESPONSIBILITIES**

1. The Regional Recruitment Specialist works with regional contacts from other departments, boards, and agencies to identify potential sources of candidates for vacant regional positions throughout the NWT and develops strategies to attract, hire and retain such candidates.
2. The Regional Recruitment Specialist collaborates with headquarters staff in the development of marketing and promotional materials designed for the promotion of careers within the public service in regional and/or specific community locations.
3. The Regional Recruitment Specialist participates in the development and implementation of ongoing GNWT initiatives focused on the development of a northern workforce. These long-term and medium-term strategies are intended to assist in the recruitment and retention of northerners in regional positions located throughout the GNWT.
4. Liaise with hiring departments, boards, and agencies to determine if a position is suitable for participation in the Regional Recruitment Program and if so, work with contacts to identify potential candidates, advertise the availability of the position and screen candidates.
  - In collaboration with the Department of Human Resources (DHR) colleagues as required, provide staffing advice to hiring managers.
  - Provide hiring managers with assistance in drafting Direct Appointment documents, if required.
5. Review program applications from departments, boards, and agencies for support from the Regional Recruitment Program; approve training plans and applications consistent with the Program Guidelines; allocate funding; and provide notification to successful applicants.
6. Coordinate the development and implementation of training plans for participants in collaboration with contacts including but not limited to the hiring manager, the participant, regional training committees, and the regional offices of both the Department of Education Culture and Employment and the Department of Executive and Indigenous Affairs.



- Work with the hiring manager to identify and educate trainers whose role is to provide on the job training of the participant.
- Ensure training plans are consistent with Program Guidelines, relevant collective agreements, =departmental and GNWT policy and legislation, and provide advice to departments, boards and agencies regarding program and training plan parameters. This includes meeting with the hiring manager and the trainee (in person and/or via conference call) to review the training plan and the progress achieved and providing advice and assistance to hiring managers and trainees on how training plans may be modified to achieve success. The meeting schedule is to be determined between the Regional Recruitment Specialist, the hiring manager, and the trainee, this should occur at least once for each trainee and preferably midway through the on-the-job training term.
- Report on the program at regular intervals and/or as required.
- Coordinate program evaluation reviews to confirm program objectives are being met and provide recommendations for program changes if required.
- In partnership with relevant regional contacts, support the delivery of specialized workshops intended to educate the public on how to successfully apply on jobs with the GNWT.
- Ongoing research and literature review related to various learning and development topics including but not limited to mentorship, on the job training programs, adult learning, and recruitment and retention.
- Work with other departmental employees, as required, to ensure program success.
- Assist with the development and delivery of specialized regional recruitment plans as needed.

## **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 maintain relationship with partners demonstrating listening and understanding to anticipate and provide solutions dependent on the client's needs.
- Charismatic skills used to influence events and achieve goals.
- Initiative to achieve goals beyond what is required.
- Ability to take a creative approach when developing solutions to client situations and problems.
- Ability to make accurate forecasts for future requirements which are consistent with corporate goals.
- Skills to organize and follow through in achieving goals including priority setting, objective, and action plans, determine resource needs and ensure plans/budget integrity.
- Capability to respond to new and changing business opportunities and obstacles by reassessing priorities.
- 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 and 2 years of 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