



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Finance	Senior Human Resource Officer	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
15-14694	Inuvik	Management and Recruitment Services

## **PURPOSE OF THE POSITION**

This position provides senior human resource advice, planning and support services to ensure the recruitment and retention of a qualified and capable public service as outlined in established GNWT Acts, regulations, guidelines, policies, procedures, service agreements and applicable Collective Agreements.

## **SCOPE**

Reporting to the Superintendent, Northern Region, Management and Recruitment Services, this position is responsible for the provision of human resource advice and services in the areas of human resource planning, recruitment, employee orientation, job description development, performance planning, employee recognition and labour relations.

The Senior Human Resource Officer is responsible for supervising a Human Resource Officer(s), and Junior Human Resource Officers; and assist with the mentoring and training of other staff in the Management and Recruitment Services division. As well, this position will take on responsibility for special projects as assigned by the Superintendent.

This position will be called upon to act in the extended absence of a HR Client Service Managers or to take on specific duties such as maintaining the work on a difficult labour relations file.

A major challenge for this position is to ensure consistency in the level of service and quality of advice provided to clients while at the same time offering creative and flexible alternatives to recruitment and retention challenges.

The incumbent must provide services that meet the general service standards established across government as well as unique service standards established to meet unusual situations



in a given department, board or agency that require an alternative standard. These standards may be captured in service agreements approved by Finance and each department/board.

## **RESPONSIBILITIES**

### **1. Provides advice and guidance to departmental managers in the development and implementation of departmental recruitment plans with departmental managers by facilitating the recruitment process.**

- Provides advice to managers on their recruitment options.
- Works with Human Resource Officers to plan and develop recruitment and selection tools and activities.
- Chairs and facilitates selection committee activities, including screening, assignments 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.
- Prepares employment contracts.
- Coordinates departmental internships.

### **2. Provides strategic advice and administers the GNWT Staff Retention Policy by coordinating the retention, retraining and development of existing staff as required to provide job security, career development and maintain a skilled, stable and competent public Service.**

- Provides departments with guidance on the Staff Retention Policy and processes.
- Facilitates the notification of affected employees, including preparation of documentation, and coordination of individual meetings with staff.
- Provides expert advice during layoff notification of affected employees and information on options.
- Administers layoffs and termination agreements.
- Consults with terminating employees on options.

### **3. Provides departmental managers with advice on organizational design, position management and job description development.**

- Reviews proposed new job descriptions or amendments to existing job descriptions.
- Provides advice to departmental managers when writing job descriptions.
- Provides administrative support in tracking requests for position evaluations.



- 4. Assists departmental managers in promoting healthy labour/management relations by providing labour relations advice on issues, which may lead to grievance, arbitration or termination.**
  - Provides advice and consultation on labour relations issues including duty to accommodate, performance management, culpable and non-culpable conduct.
  - Guides managers with preparation and implementation of performance improvement plans.
  - Ensures the preparation and review of documentation including recommendation letters to client department, medical prognosis, written reprimands in dealing with labour relations matters.
  - Coordinates and participates in workplace investigations.
  - Coordinates and works closely with the Labour Relations division to ensure accurate and timely advice.
  
- 5. Ensures effective delivery and transactional services of programs such as the Student Employment Program, Internship Program, and Indigenous Career Gateway Program.**
  - Coordinates the documentation required for various GNWT-wide employee development programs.
  - Jointly develops reports on affirmative action planning activities.
  - Recommends staffing alternatives.
  
- 6. Carries out special projects as requested by the Superintendent, including acting for a HR Client Service Manager or assuming responsibility.**
  
- 7. Supervises their respective teams and provides mentoring and training support for staff in the Management and Recruitment Services Division.**
  
- 8. Assists and monitors work for respective team.**
  
- 9. Provides feedback, training and support.**
  
- 10. Mentoring and coaching to respective team and other staff members.**
  
- 11. Provides general support for human resource function to the division in general areas by:**
  - Attend and participating in department meetings including but not limited to staff meeting, regional or departmental meetings.
  - Review and process remuneration documentation including but not limited to acting pay, salary adjustments, job shares, and change of employment status.
  - Conduct mock interview with clients.



- Review assigned help desk tickets to resolve client enquiries.
- Use and manage of electronic systems such as eRecruit and DIIMS including but not limited to filing, submissions and ensuring appropriate naming of documents.
- Support departments with the Indigenous Building Capacity secondment program.

Other assigned tasks by Senior Human Resource Officer.

### **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 both orally and in writing with senior managers, technical staff and other employees.
- Human relation skills consistent with the need to supervise some employees and to provide effective human management of those employees.
- Organizational and time management skills.
- Knowledge of Acts, Regulations and procedures applicable to human resource management.
- Analytical and research skills.
- Knowledge and understanding of human resource services within a unionized public service context.
- Negotiation skills to resolve conflicts in a manner which best serves both the GNWT and the employee.
- Coaching and mentoring skills.



- 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 relevant Bachelors degree coupled with 4 years in a relevant field, including at least 3 years 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