



## IDENTIFICATION

Department	Position Title	
Finance	Director, Strategic Human Resources	
Position Number	Community	Division/Region
15-15001	Yellowknife	Strategic Human Resources

## PURPOSE OF THE POSITION

The Director, Strategic Human Resources (SHR) is responsible for providing strategic leadership on human resource management programs and strategies which support GNWT wide objectives of an effective, representative and inclusive public service. The Director leads, develops, implements and evolves government wide human resource strategies; programs and policies to support effective human resource management, programs and operations across the Government of the Northwest Territories (GNWT).

The position is responsible for leading the on-going effectiveness of human resource strategies and programs and for the provision of human resource planning and employee development across government through a workforce planning capacity and a staff training unit.

The position is responsible for ensuring development, implementation and evaluation of comprehensive diversity and inclusion strategies, initiatives, and programs in collaboration with all GNWT departments, boards and agencies through a diversity and inclusion unit.

The position is responsible for ensuring the evaluation of GNWT positions complies with the legislative requirement of equal pay for work of equal value.

The position is responsible for ensuring a strong client service focus in direct human resource service, delivery to management and other human resource delivery groups.

## SCOPE

Located in Yellowknife and reporting to the Deputy Secretary of Human Resources, the Director, SHR is responsible for leading the development of human resource management policies, programs and strategies that focus on providing proactive strategic visioning, workforce planning and products that are effective for an extremely diversified workforce with



unique challenges. The SHR Division incorporates the following areas: corporate recruiting initiatives; job evaluation; organizational development; employee learning and development; employee retention; increasing the diversity and inclusiveness of the GNWT; and corporate knowledge transfer and succession planning; and business performance and metrics.

The incumbent works closely with other senior managers in the Human Resources Branch to identify, develop and implement policies and processes that will support the development of a competent public service through the effective recruitment and retention of employees and that will reflect a highly client-focused service approach. The GNWT has made a conscious decision to focus on the development of a northern labour market and human resource policies, processes and service delivery approaches must support this goal.

The Director, SHR is accountable for ensuring guidance and advice is provided to management and the other human resource management stakeholders, including the Human Resources Deputy Minister's Committee for the development, implementation and integrity of human resource plans and initiatives that support the goals and the objectives of the GNWT. The activities of the division have a direct impact on the ability of all departments and boards to carry out their business and results in the need to balance individual department challenges, and requirements with the overall needs and direction.

The Director, SHR must work towards consistency in government human resource practice by informing the efforts of those providing direct human resource service delivery and influencing behaviors and practices. To provide the level of service that is effective and contributes in a positive way, the incumbent must have a strong familiarity with all departments and boards and keep an open relationship with all senior managers and human resource staff.

The incumbent must exercise well-developed communication and human relations skills in dealing with Deputy Heads, senior managers, human resource practitioners and the public. The Director will meet with Deputy Heads and senior managers to discuss policy and program issues, development and options.

A major challenge of this position is to anticipate the human resource needs of the GNWT and develop and implement appropriate policies and programs to address those needs. This requires a proactive approach that recognizes that development of people is not a short-term initiative and human resource development is often done within a three to 10 ten year window.

The Director, SHR participates in major government program initiatives. The incumbent must work with others in government, often as the project lead, to develop strategies and approaches for supporting broader government objectives such as increasing the diversity, inclusiveness and representativeness of the public service, developing corporate succession planning strategies, enhancing the representation of Indigenous Aboriginal persons at all levels of the public service, leading the GNWT's occupational health and safety framework, coordinating the



effective implementation of competencies for the public service, ensuring effective approaches to staff training and development, maximizing northern employment and developing a northern labour market.

This position carries out its responsibilities in accordance with GNWT acts, regulations, policies, and departmental procedures that include the *Public Service Act*, Public Service Regulations, Human Resource Manual, Staffing Appeals Regulations and various government policies. As well, the incumbent must work within the terms of any agreements reached with unions.

The incumbent must direct the provision of services that meet 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.

### **DIMENSIONS**

- Reporting Positions (6 direct, and 25 indirect)
- Compensation & Benefits (\$3,471)
- Operations & Maintenance (\$2,898)
- Grants & Contributions (\$)
- Capital (\$)

### **RESPONSIBILITIES**

1. Uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.
2. Provides senior-level human resource advice, support and services to Deputy Heads, human resource managers and practitioners, and employees.
3. Ensures the development of government-wide programs, procedures and processes for GNWT human resource management that reflect best practices and innovative northern solutions to best meet the needs of the GNWT, its managers and its employees.
4. Fosters a GNWT-wide vision for human resource management, including a GNWT human resource planning framework and provides guidance and advice in the annual development of human resource plans that will support the business of government.
5. Coordinates government-wide programs and services in areas including:
  - Management development
  - Corporate training and development Strategic recruitment



- Diversity and inclusion strategies and initiatives
  - Corporate knowledge transfer/succession planning
  - Employee and family assistance
  - Corporate learning and development
  - Employee health and wellness
  - Change management
  - Competency development
  - Job evaluation
  - Organizational development
6. Directs the provision of human resource planning, employee development and performance management support to all senior management teams.
7. Facilitates cross-department initiatives and opportunities in employee development.
8. Manages the Division by:
- Planning for fiscal and human resource requirements.
  - Working within budgets.
  - Developing staff to meet their goals and objectives.
9. Ensures effective human resource operations by meeting the following performance areas:
- Service Delivery: Leads specialized human resource services that focus on providing proactive strategic thinking for the organization with a high degree of vision, anticipation and analysis.
  - Policy/Procedures: Maintains and interprets organization-wide human resource service policies and procedures to support the strategic focus of the organization.
  - Legal Compliance: Is accountable for ensuring that human resource services designed/developed from the Division are delivered in accordance with all Federal, Territorial and Local laws that apply to the human resource administrative processes.
  - Business Coordination: Coordinates efforts with other internal human resource leaders to ensure end-to-end process change consideration across policy, procedure, technology, and data areas.
  - People Management: Provides strategic corporate direction on strategies, policies and programs that support employee engagement and retention and directly manages all divisional supervisory and specialist staff. The incumbent must have the human resource skills to promote corporate direction and strategies to Deputy Heads who have different challenges and operational requirements.
  - Develops: Establishes, facilitates, and monitors development of a supervisory team that allows delegation of decisions and actions that align with the mission of the overall HR organization.



- Measures: Establishes and monitors service levels and key performance indicators within the environment that have a demonstrable, quantifiable impact on overall business results.
- Communications: liaises with GNWT senior managers and other stakeholders outside of GNWT on common interests that advance GNWT strategic human resource priorities.

### **WORKING CONDITIONS**

Assumptions are that the incumbent is reasonably suited to the job, and performs competently, and that all appropriate measures have been taken to mitigate undesirable working conditions;

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual demands.

#### **Sensory Demands**

No unusual demands.

#### **Mental Demands**

There are often tight timelines and competing priorities.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Proven knowledge of, and ability to apply, best practices in human resource management.
- Proven client service focus and ability to see the big picture.
- Proven negotiating skills and interpersonal skills to maintain effective and lasting working relations with senior managers and staff from other departments.
- Proven ability to communicate both orally and in writing with senior managers, technical staff, employees and other stakeholders. This includes the ability to maintain professional communications in difficult circumstances and to exercise good listening skills.
- Proven strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities.
- Proven organizational and time management skills.
- Proven ability to manage a budget.
- Proven ability to work to deadlines and respond effectively to frequently changing deadlines.
- Proven ability to read and interpret legislation, regulations and policy and to understand the impact of policy changes on human resource management.



- Proven human relation skills consistent with the need to effectively manage a diverse group of employees and to provide effective human management of those employees.
- Proven ability to work effectively within larger management teams.
- Proven 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 degree plus six years of progressive experience in the public service, including at least four years of management 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