



IDENTIFICATION

Department	Position Title	
Finance	Intern, Human Resources Generalist	
Position Number	Community	Division/Region
15-15838	Yellowknife	Strategic Human Resources

PURPOSE OF THE POSITION

The Intern, Human Resources Generalist assists with overall Human Resource practices across the HR branch including working with the Management and Recruitment Services, Strategic Human Resources, and Labour Relations Divisions to provide support in line with GNWT policies, programs and priorities.

SCOPE

This position will move across divisions within the HR Branch to assist with multiple areas including: staffing and recruitment, development and revision of HR Programs, providing labour relations advice and assisting with diversity and inclusion initiatives.

A major challenge of the position is to adapt and adjust to changing priorities, tasks and environments. Upon completion of the internship, the Intern, Human Resource Generalist should have a broad understanding of Human Resources practices of the GNWT as well as the applicable acts and regulations it upholds.

RESPONSIBILITIES

- 1. Under the guidance of a Client Service Manager, provides advice and guidance to departmental managers in the development and implementation of departmental recruitment plans with departmental managers by facilitating the recruitment process.**
 - Provide advice to departmental managers with determining recruitment options.
 - Designs and develops advertising copy in consultation with departmental managers.
 - Plans and develops recruitment and selection tools and activities.
 - Chairs and facilitates selection committee activities.
 - Checks references and makes job offers as per selection committee decision.



- Ensures entire recruitment and selection process is consistent with policy, legislation and best practices.
 - Facilitates the appeal process as required.
 - Provides advice and consultation to unsuccessful candidates.
 - Provides advice and training to members of the Recruitment Selection Committees.
 - Prepares documents required for direct appointments, secondments, and transfer assignments.
- 2. Assists the Program Officer in Employee Development Workforce Planning by providing advice on the implementation of strategic human resource programs.**
- In cooperation with other human resource staff, provides on-site support to departments in implementing programs.
 - Researches best practices in other jurisdictions.
 - Participates in focus groups within the organization to extract key information.
 - Ensures that all processes are consistent, fair and equitable in accordance with GNWT policies and procedures.
 - Under the direction of the applicable programs officer or specialist, runs programs, activities, and events that support the wide range of projects and programs in the unit.
- 3. Assists with the analysis and evaluation of GNWT, Boards and Agency positions**
- Under the guidance of a Job Analyst, provides job description writing guidance to client departments
 - Provides administrative support related to job evaluation submissions
 - Assists Job Analysts in the evaluation of positions throughout the GNWT
 - Assists in determining appropriate behavioural competency job family placement for positions
 - Assists in the documentation of processes related to job evaluation and organizational design
- 4. Assists the Manager, Diversity and Inclusion on the implementation of diversity and inclusion programs to department managers and human resource staff.**
- Advises human resource and other GNWT staff on policy, procedures, strategies, techniques and sources related to diversity and inclusion.
 - Assist with developing, delivering and revising diversity and inclusion human resource programs.
 - Requests and synthesizes information from GNWT departments.
 - Prepares evaluation criteria for human resource programs and assist with evaluations.
 - Under the direction of the applicable diversity and inclusion officer or specialist, runs program, activities, and events that support the wide range of projects and programs in the unit.



5. Under supervision of the Manager, Advice and Adjudication, supports departments across the GNWT in all aspects regarding labour relations.

- Researches and reviews employment and labour law.
- Reviews appeals of suspensions and appeals of demotions under the Public Service Act.
- Assists managers with recommendation and direct support in all matters that may give rise to suspension or termination.
- Assists with consultation services and advice to human resources staff investigators or investigation processes and on all investigation outcomes.
- Drafts briefing notes for senior management regarding labour relations issues.
- Participates in the development, review and research for collective bargaining.

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 skills.
- Ability to communicate, both orally and in writing, with clarity and tact.
- Organizational and time management skills.
- Problem-solving skills and judgement.
- Analytical and research skills.
- Ability to understand large organizational structures, environment, and culture.
- Ability to understand human resource services within a public service context.
- Skilled in teamwork with members from a variety of backgrounds and cultures.
- 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.

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