



## **IDENTIFICATION**

Department		Position Title	
Finance		Intern - Junior Human Resource Officer	
Position Number	Community	Division/Region	
15-16532	Inuvik	Management and Recruitment Services	

## **PURPOSE OF THE POSITION**

This Intern - Junior Human Resource Officer (Intern) provides general human resource transactional services that assist the Client Service Manager, Senior Human Resource Officers and Human Resource Officers in ensuring the recruitment and retention of a qualified and capable public service in the assigned service areas as outlined in established GNWT Acts, regulations, guidelines, policies, procedures, service agreements and applicable Collective Agreements.

## **SCOPE**

Reporting to a Senior Human Resource Officer, the Intern is responsible for the provision of front line human resource services in the areas of recruitment and retention and employee orientation.

The Intern must provide 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 recruitment process.**
  - Provide support, advice and guidance to managers in determining recruitment options.
  - 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.
  - Review, develop or revise assessment materials including screening criteria, assignments/marking key and interview questions.
  - Conduct recruitment cycle and ensuring effective communication to Selection Committee and applicants, including but not limited to process, appeal regrets and interview feedback.
  - Prepares documents required for direct appointments, secondments, transfer assignments and other employment offers.
  - Communicate notifications to colleagues on relocation.
  - Works closely with Senior Human Resource Officer to ensure that recruiter's competition files are maintained and complete.
- 2. Monitors applications and actively supports the sharing of candidates through eligibility lists to ensure the appropriate placement and consideration of suitable candidates**
- Reviews candidates on files to determine possible eligibility on other competitions.
  - Makes appropriate referrals of suitable candidates to human resource officers prior to initiating the advertising phase.
  - Keeps statistics on the use of eligibility list candidates, the time to place candidates, and other competition/applicant trends.
- 3. Ensures the effective delivery of recruitment and retention programs such as the Summer Student Employment Program, Internship Program and Indigenous Career Gateway Program.**
- Assists the client department supervisor in providing management with information and advice on the use of corporate programs to support departmental priorities and human resource plans.
  - Assists client department managers with the processes for accessing corporate programs and ensures the preparation of appropriate documentation.
  - Assist divisional staff in supporting and promoting recruitment programs
- 4. Gathers, organizes and compiles regular statistics and monthly reports.**
- Request reports from Business Processing Unit on statistics for Affirmative Action, new hires, competitions, turnover and other related issues as needed or as part of the regular monthly reporting to clients.
  - Assist with letters, reports, briefing notes and other HR related documentation.
- 5. 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, 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. This occurs 20 times per month, ranging from 10 minutes to 2-3 hours.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Proven client service orientation.
- Proven ability to communicate, both orally and in writing, with managers, technical staff, and other employees.
- Proven organizational and time management skills as well as the ability to multitask.
- Strong attention to detail.
- Proven ability to maintain confidentiality.
- Proven ability to work in a fast paced environment with constantly changing priorities.
- Proven knowledge of Acts, Regulations, and procedures applicable to the selection and recruitment process in human resource management.



- Proven 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:**

Typically, the above qualifications would be attained through a Bachelor degree in Human Resource Management or related discipline.

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