



## IDENTIFICATION

Department	Position Title	
Finance	Junior Human Resource Officer	
Position Number	Community	Division/Region
15-17078	Yellowknife	Management and Recruitment Services

## PURPOSE OF THE POSITION

This position 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 the Client Service Manager HRU, this position is responsible for the provision of front line human resource services in the areas of recruitment, employee orientation and employee recognition.

The position 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.**

- May provide support, advice and guidance to managers in determining recruitment options.
- Chairs and facilitates selection committee activities, including screening 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.
  - Works closely with a HR Client Service Manager, and Human Resource practitioners to ensure that 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. Facilitates the employee recognition programs within assigned departments by providing advice and information on GNWT and Departmental policies**
- Support managers in developing and implementing effective department/board wide employee recognition programs.
  - Supports the development of tools and advice for managers in developing effective recognition skills.
  - Co-ordinates activities associated with recognition if employees long service and retirement.
- 4. 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 Supervisor in providing management with information and advice on the use of corporate programs to support departmental priorities and human resource plans.
  - Assists managers with the processes for accessing corporate programs and ensures the preparation of appropriate documentation.
- 5. Gathers, organizes and compiles regular statistics and monthly reports.**
- Prepares HR Reports 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.
  - Prepares letters, reports, briefing notes and other HR related documentation.



## **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**

- Client service orientation.
- Ability to communicate, both orally and in writing, with managers, technical staff, and other employees.
- Organizational and time management skills.
- Knowledge of Acts, Regulations, and procedures applicable to the selection and recruitment process in human resource management.
- 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:**

A relevant degree coupled with 1 year of experience in a relevant field.

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