



IDENTIFICATION

Department	Position Title	
Finance	Indigenous Career Pathways Advisor	
Position Number	Community	Division/Region
15-17591	Yellowknife	Strategic Human Resources

PURPOSE OF THE POSITION

The Indigenous Career Pathway Advisor is responsible for guiding individuals through their career development by providing personalized support, career counselling, and connecting them with relevant training and employment opportunities; their role involves mapping out career paths, identifying gaps, and facilitating access to educational resources to help people achieve their career goals. The role of the position is to collaborate with Indigenous employees, Management Recruitment Services, and Employee Development Workforce Planning to identify pathways for Indigenous employees to gain meaningful work experience and serving as a support for career development, advancement and mobility within the GNWT.

SCOPE

Reporting to the Manager of Diversity and Inclusion, the Indigenous Career Pathways Advisor works with management and stakeholders by developing, implementing and coordinating career pathways aimed at the retention and career growth of Indigenous employees within the GNWT.

The recruitment and retention of a qualified and capable public service that is representative of the people it serves is a priority for the GNWT. The Indigenous Career Pathways Advisor will play a key role in identifying and making recommendations with respect to difficult and emerging issues relating to recruiting indigenous people into positions at all levels of the public service. The incumbent is responsible for providing Indigenous employees advice on career guidance, skill development, job matching, as well as utilizing corporate recruitment initiatives, programs and plans to support Indigenous employees in their career aspirations with the GNWT. To facilitate the required in-depth planning and analysis required to develop Indigenous employees' career path plans, the incumbent must develop expert knowledge of the human resources needs in all GNWT departments and agencies.



A major challenge for this position is to identify the available Indigenous employees for the large number of occupations within the public service to assist in the development of their personalized career path plans while analyzing current and future vacancy trends, departmental succession plans, education and training resources and networking between departments and agencies to prepare the Indigenous employee for advancement and mobility within the GNWT.

RESPONSIBILITIES

1. Collaborates with departmental managers along with other recruitment and human resources specialists to identify Indigenous employees who have identified the desire for career pathway support; and analyze the GNWT labour force analysis, departmental Indigenous Employment Plans, departmental Human Resource (HR) Plans and departmental Succession Plans for potential occupations for Indigenous employees' career pathways.

- Analyze GNWT labour force analysis for potential routes to support departmental gaps in recruitment of retention of occupations that Indigenous employees may aspire moving into.
- Analyze Departmental Indigenous Employment Plans for areas where Indigenous employees can utilize career pathways to leverage the targets set in the plans of the departments.
- Analyze Departmental HR Plans to identify areas in which career pathways of Indigenous employees may be useful.
- Analyze Departmental Succession Plans to identify future career pathways that can be filled by Indigenous employees.
- Will remain informed on territorial initiatives in career development and employment programs government wide.

2. Provide guidance on career pathway aspirations of Indigenous employees.

- Conduct individual career assessments to understand interests, skills and goals.
- Provide personalized career advice and guidance on potential career paths.
- Use of culturally sensitive communication methods to provide safe and inclusive support.
- Provide consistent communication and relationship building with Indigenous employees.

3. Provide guidance on creating a Career Pathways Plan for Indigenous employees including skills development and training.

- Support Indigenous employee in identifying a career pathway and creating a plan with actionable steps.
- Support Indigenous employee in identifying skills gaps and recommend relevant training programs or certifications.



- Connect Indigenous employees with job-specific training opportunities, including apprenticeships, workforce development programs including identifying potential transfer assignment opportunities.
- Facilitate workshops on cover letter and resume writing, and interview skills.
- Support Indigenous employees with identifying GNWT recruitment and retention programs specifically for Indigenous peoples.

4. Administers the Mentorship Program.

- Manages recruiting and selection process for mentors and mentees.
- Develop a paring framework to successfully match one-to-one mentor and mentee pairs.
- Working with individual mentoring pairs to resolve any issues.
- Communicates regularly with mentoring participants.
- Develop resources, modules, and professional learning opportunities to support mentorship initiatives.
- Perform participant and program evaluations as required to ensure success and initiate changes in course delivery when necessary.

5. Organizational outreach to network and build partnerships to identify education, training and job matching opportunities.

- Foster regular communications with Management Recruitment Services to identify Indigenous employees requesting support for Career Pathway services and matching Indigenous employees with career pathways identified through the analysis of departmental HR and Indigenous Employment plans and succession plans.
- Foster consistent communication with Management and Recruitment Services and the Business Performance Unit to understand what the current vacancies are in each department. This work will support identifying positions available for potential work experience and career progression and mobility for Indigenous employee's career pathway plans.
- Foster consistent communication with the Regional Recruitment Program managers and regional HR Client Service Managers to identify opportunities outside major regional centers; including secondment opportunities with Indigenous Governments and Organizations.
- Foster consistent communication with Education, Culture, and Employment, and northern educational institutions to identify training and education resources outside the Department of Finance.
- Attending Indigenous employment and career events.
- Engaging youth in considering careers in public service.
- Fostering relationships with community and members.

6. Review the recruitment process to identify potential barriers and makes appropriate recommendations.



- Reviews and assesses various selection concepts, assessments, and techniques (e.g.: interviews, tests, and other widely used selection procedures) to ensure they are culturally relevant to northern Indigenous people.
- Reviews and assesses various trends and mechanisms used in career progression and mobility within the GNWT, identifies barriers and makes recommendations to remediate issues for stronger success in career pathway plans and GNWT retention of Indigenous employees.

7. Collaborates with the Business Performance Unit to develop tracking and evaluate tools to monitor Indigenous career pathways effectiveness and determine future program needs.

- Utilizes benchmarking techniques to determine current effectiveness of career pathway processes in supporting Indigenous employees' career progression and mobility within the GNWT.
- Track participant progress and key performance indicators.
- Generate reports on career pathway outcomes and impacts.
- Analyze labor market trends and identify emerging career opportunities.

KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of Indigenous cultural beliefs and attitudes.
- Ability to lead, formulate and implement strategies to improve Indigenous peoples access to career progression and mobility within the GNWT.
- Ability to effectively communicate the benefits of Indigenous recruitment and retention to all levels of the public service.
- Knowledge of the north, NWT Indigenous people's culture and northern communities.
- Communication and interpersonal skills: Ability to build rapport with individuals from diverse backgrounds and effectively communicate career guidance.
- Knowledge of career development principles: Understanding of career planning, skills assessment, and job market trends.
- Ability to accurately forecast future human resource requirements consistent with corporate goals; organizes and follows through to achieve goals including setting priorities, objectives and action plans; determining resource needs and ensuring plans/budget integrity.
- Knowledge of career pathways within a targeted industry.
- Ability to build relationships with employers, training providers, and community organizations.
- Ability to influence stakeholders regarding issues that impact overall strategic plans; ability to seek, frame, and define the value of a specific career pathway, decision or action to the benefit of all.

- Ability to interpret data to inform career pathway strategies.
- Ability to effectively transfer thoughts, express ideas, and propose compelling arguments through verbal and written communication mediums in individual and group situations.
- Ability to respond to new and changing business opportunities and obstacles by reassessing priorities.
- 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 and two (2) years' relevant 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