



IDENTIFICATION

Department	Position Title	
Finance	Senior Analyst, Projects	
Position Number	Community	Division/Region
15-4903	Yellowknife	Strategic Human Resources

PURPOSE OF THE POSITION

The Senior Analyst, Projects (Senior Analyst) is responsible for leading the planning, coordination, implementation and review of various large and/or complex reorganization and evaluation projects, providing specialized organizational design and analysis services to client departments to ensure the effective organization and evaluation of all GNWT positions, in accordance with the Hay Job Evaluation system, in order to maintain the integrity of the job evaluation system and meet the requirements of pay equity legislation, the Collective Agreement and the GNWT's job evaluation process. The Senior Analyst is also responsible for organizing, leading and implementing Hay Evaluation Job Family review projects.

SCOPE

Located in Yellowknife, the position reports to the Manager, Job Evaluation and Organizational Design. The Senior Analyst is a subject area expert in both organizational planning and job evaluation using the Hay methodology. The Senior Analyst works independently under the general direction of the Manager to assist GNWT departments, boards and agencies with organizational modeling to align functions with mandates. The Senior Analyst also ensures jobs are evaluated in an appropriate and consistent manner, using the Hay Job Evaluation methodology.

The position also coordinates and supports the work of The Hay Group when it is contracted for very large or time-sensitive organization and/or evaluation projects, overseeing contract deliverables and guiding Hay Group as applicable in GNWT-specific organizational and/or politically sensitive contexts. The position also participates in the project alongside Hay Principals, ensuring consistency and enabling smooth connections with other areas of Finance's Human Resource Branch as required.



The Senior Analyst will also be responsible for post-implementation reviews and recommendations following large reorganizations identified by the Manager.

The position will also be tasked with leading the planning, coordination and execution of reviews of GNWT Hay Job Families, including coordinating the creation and facilitation of subject matter expert working groups trained in Hay methodology, and ensuring that the work of the group is consistent with the integrity of the evaluation system. The Senior Analyst is also responsible for drafting communications to client departments regarding the job review work plan and subsequent position reviews for the job stream in question.

The Department of Finance is responsible for implementing and maintaining standards and processes respecting the job evaluation system and for carrying out the evaluation of all GNWT Public Service jobs (except NWTTA teaching jobs). Along with the Job Analysts, the Senior Analyst is an expert source supporting the implementation of the job evaluation processes and ensuring the integrity of the job evaluation system. Finance staff and Department Managers and Senior Managers will regularly consult with the unit for job evaluation advice including organizational design, position management, the Hay Job Evaluation process, the maintenance of evaluation job families and benchmarks, and the appeal process.

Through the process of job evaluation, a job's relative worth in the organization is determined. In turn, through another process, the pay for a position is determined. In order to pay individuals fairly for the work required, the process of job evaluation must accurately reflect the true nature of the work being done. These processes are carried out in accordance with the Hay Evaluation Methodology, the Collective Agreement between the GNWT and the Union of Northern Workers, the Excluded Employees' Handbook, the Senior Managers' Handbook, the Human Resource Manual, and payroll and pay equity legislation and policy.

There is always a challenge to maintain an evaluation system that fairly and accurately reflects job values. This is particularly the case when there is a shortage of skilled workers and pressure to address market issues through evaluation. The work of the Senior Analyst requires it to maintain the integrity of the system while being open and sensitive to the variations and commonalities between different work contexts and jobs performed in those different environments.

RESPONSIBILITIES

1. Enables GNWT departments, boards and agencies in their organizational modeling to align functions with mandates.

- Works with departmental deputies and senior management to identify relationships between mandates and functions.
- Facilitates discussions around practical translation of mandates to functions.



- Identifies possible structural options with potential impacts for the consideration of the department.
2. **Supports The Hay Group when contracted by Finance through the Job Evaluation and Organizational Design unit for large or time-sensitive projects.**
 - Participates in the project alongside The Hay Group, ensuring consistency across the total organization; tying in from the specific project to the organization at large.
 - Oversees the contract, monitoring deliverables on behalf of the Manager.
 - Guides The Hay Group as applicable in GNWT-specific contexts (i.e., senior management criteria and/or incumbent specifics).
 3. **Provides reviews and recommendations to departments following implementation of large re-organization projects.**
 - Determines appropriate sampling of job streams and positions to review.
 - Coordinates review work plan with department.
 - Performs functionality review via desk audits, summarizes findings and makes recommendations for additional review, amendments to jobs and/or re- evaluations.
 4. **Leads the planning, coordination and execution of GNWT Hay Evaluation Job Family reviews, and subsequent reviews of applicable job streams.**
 - Coordinates the creation and facilitation of subject matter expert working groups trained in Hay's evaluation methodology.
 - Develops work plan and facilitates the work of the group to update and revise model jobs profiles within the Hay Evaluation Job Families as needed.
 - Develops communications and work plans to perform reviews of job streams across departments following job family updates.
 5. **Analyzes and evaluates all GNWT, Board, and Agency positions to ensure establishment and consistency of appropriate evaluations.**
 - Assesses evaluation requests to determine the nature of the position change by reviewing job descriptions and the organization structure of the department/division.
 - Analyzes job descriptions through comparative analysis of similar positions ensuring evaluation consistency for positions across the GNWT.
 - Meets with managers to discuss job descriptions and organization structure to gain a better understanding of the position.
 - Chairs the Interdepartmental Job Evaluation Committee (IJEC) by leading the evaluation discussion to ensure evaluation consistency.
 - Informs Managers, Finance Client Services Managers and Deputy Ministers of the job evaluation outcomes providing feedback on particular evaluation decisions and rationale of the full evaluation.



- Researches and assists the Manager with developing the GNWT's position for evaluation appeal hearings and attends as a representative of GNWT on the Union of Northern Workers (UNW) first and second level Job Evaluation Appeal Board.
- 6. Ensures that the integrity of the job evaluation system is maintained.**
- Advises Managers on the development of job descriptions, the job evaluation process, how jobs are evaluated and the potential impacts of organization structure on evaluations.
 - Identifies evaluation anomalies or inconsistencies and participates/leads in the development and implementation of measures to address such issues.
 - Investigates (or desk audits) contentious job areas where anomalies/inconsistencies may exist and reviews and revises job family where required.
 - Develops training materials and provides workshops to managers and staff regarding the Hay Job Evaluation system and processes, to promote the understanding of job evaluation and organizational design and develop improvements.
 - Maintains the focus of IJEC members on the Hay Evaluation process, ensuring the committee's adherence to the Hay methodology and equal pay legislation.
- 7. Supports the development and implementation of Job Evaluation and Organizational Design policies and procedures.**
- Responds to job evaluation and organizational design inquiries from managers and staff.
 - Ensures job evaluation requests are complete.
 - Enters job evaluation results into the Human Resource Information System (HRIS).

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 manage projects effectively to deadlines.
- Knowledge of human resource principles and practices, and applicable laws and regulations.
- Knowledge and understanding of job evaluation within a public service context, job description design and organization design.
- Broad understanding of large-organization environment, culture, and business strategies with the ability to understand, recognize and/or anticipate concerns or problems.
- Ability to communicate, both orally and in writing, with clarity, tact and ability to persuade.
- Strong organizational and time management skills.
- Strong problem-solving skills and judgment.
- Knowledge of principles of job evaluation systems and an understanding of equal pay issues.
- Analytical and research skills.
- Understanding of how job evaluation and its integration has an effect on other human resource functions.
- 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 3 years in a relevant field.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Specialized training in the Hay Job Evaluation Method in the GNWT context is required and will be provided to a successful candidate.

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