



## IDENTIFICATION

Department	Position Title	
Finance	Superintendent, Northern Region	
Position Number	Community	Division/Region
15-5911	Inuvik	Northern Region

## PURPOSE OF THE POSITION

The Superintendent, Northern Region directs the development, delivery and evolution of enterprise-wide human resource operations for its clients, which include management, and residents of the NWT through two Client Service Centres. The human resource services provided include providing management with front-line human resource advice and guidance in the areas of planning, development and labour relations; the implementation of human resource services that affect broad GNWT human resource management priorities and objectives; and recruitment services. The position is also responsible for ensuring a strong client service focus in direct human resource service delivery of products and services developed in conjunction with the other human resource service delivery groups.

## SCOPE

This position reports to the Deputy Secretary of Human Resources, and is expected to work with the Deputy Heads of Departments and the Executive's Regional Director in the role of chair of the Regional Management Committee (RMC) to carry out planning, coordination and implementation of Corporate and interdepartmental initiatives in the region.

The section is responsible for the provision of consistent and timely human resource generalist advice and services reflective of government-wide policies, procedures, legislation and collective agreements affecting the terms and conditions of employees working in the Inuvik and Norman Wells service areas. These services include recruitment of permanent, term, transfer, seasonal and casual staff. As a senior advisor providing expert human resource advice, the incumbent participates in departmental and interdepartmental projects and policy development, monitors the application of policies, standards and guidelines, and provides advice. Support and training is provided to departmental/agency staff on human resource functions such as staffing, labour relations, training, eRecruit and job evaluation.



The incumbent will play an important role in providing regional input into policy and standards development and in assisting local managers with the implementation and effective use of human resource programs that would enhance recruitment and retention of employees.

This position ensures consistency in the level of service and quality of advice provided by human resource staff while also offering creative and flexible alternatives to recruitment and retention challenges. The incumbent must also work closely with the other Client Services and Recruitment Directors to ensure a government-wide consistent approach to the delivery of human resource services.

### **DIMENSIONS**

- |                             |             |               |
|-----------------------------|-------------|---------------|
| • Reporting Positions:      | 4 (direct)  | 11 (indirect) |
| • Compensation & Benefits:  | \$          |               |
| • Operations & Maintenance: | \$          |               |
| • Total budget              | \$1,368,054 |               |

### **RESPONSIBILITIES**

- 1. Uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.**
- 2. Directs and leads the development and implementation of strategies that enhance the delivery of human resource services to departments, boards, and agencies.**
- 3. Directs and leads human resource and recruitment strategic planning**
  - Identifies recruitment needs, trends and issues
  - Develops, recommends, and implements new and innovative recruitment strategies
  - Evaluates procedures and technology solutions to improve the recruitment process
- 4. Direction and management of the provision of front-line labour relations and strategic human resource advice and guidance in the areas of business planning, succession planning, best practices, the feasibility of human resource approaches and employee management to departments, boards and agencies.**



**5. Ensures effective human resource operations by meeting the following performance areas:**

**Align:** Interpret and execute human resource client facing services in alignment with the core business strategies of the organizations they support.

**Partner:** Partner with organizational leaders to ensure the value of human resources to their organizations.

**Lead Change:** Lead the change involved with driving value from the Finance organization's vision and strategy.

**Legal Compliance:** Is accountable for ensuring that HR services are delivered in accordance with all Federal, and Territorial laws that apply to the HR administrative processes.

**Improve:** Continuously improve the cost, quality and timeliness of HR services.

**Develop:** Develop a management team that allows delegation of decisions and actions that align with the HR Management and Recruitment Services' mission

**Provide:** Provide for the development and welfare of all HR Management and Recruitment Services employees to inspire their continued effort and commitment.

**Communicate:** Ensure communications for HR Management and Recruitment Services are consistent, timely, accurate and actionable.

**Measure:** Create an environment that has demonstrable, quantifiable impact on overall business results

**WORKING CONDITIONS**

**Physical Demands**

No unusual physical demands.

**Environmental Conditions**

No unusual environmental demands.

**Sensory Demands**

No unusual demands.

**Mental Demands**

This position encounters frequent changes in priorities, encounters politically sensitive issues and tight deadlines. The incumbent deals with senior staff and staff from many departments and boards who may have divergent perspectives and demands. The incumbent may be required to travel.



### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of, and ability to apply, best practices in human resource management.
- Client service focus and ability to see the big picture.
- Negotiating skills and interpersonal skills to maintain effective and lasting working relations with senior managers and staff from other departments.
- Ability to communicate both orally and in writing with senior managers, technical staff, and other stakeholders. This includes the ability to maintain professional communications in difficult circumstances and to exercise good listening skills.
- Strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze, and synthesize multiple concepts and priorities.
- Organizational and time management skills.
- Ability to manage a budget.
- Ability to work to deadlines and respond effectively to frequently changing deadlines.
- Ability to read and interpret legislation, regulations and policy and to understand the impact of policy changes on human resource management.
- Human relation skills consistent with the need to effectively manage a diverse group of employees and to provide effective human management of those employees.
- Ability to work effectively within larger management teams.
- Ability to acquire an understanding of the GNWT's organization, environment, culture, and business strategies
- Ability to understand, recognize and/or anticipate concerns or problems that may affect an organization's 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 Bachelors' degree in human resources, business administration, or a related field plus 7 years of progressive experience, including at least 3 years of management 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