

## 1. IDENTIFICATION

Position No. 09-10450	Job Title Human Resource Assistant	Supervisor's Position Superintendent of Schools (09-2348)
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Department Education	Division/Region Qikiqtani School Operation	Community Pond Inlet	Location Regional Office
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Fin. Code:	09802/01/2/255/0981010/01/1000
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## 2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Reporting to the Superintendent of Schools, the incumbent is responsible for providing a range of Human Resources related administration support. This includes assisting the Human Resource Officers in conducting and managing human resource planning, drafting job descriptions, leave and attendance management and other duties as required.</p>
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## 3. SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</p> <p>The Human Resource Assistant is responsible for assisting the Human Resource Officers with the appropriate policies and procedures in accordance with the Nunavut Human Resource Manual and the applicable Collective Agreements. This position is responsible for maintaining individual employee leave files and assisting with human resource functions for all indeterminate, term and casual staff. QSO depends heavily on the incumbent to manage the flow of HR information so that the region is at all time able to respond to both employee and management request.</p>
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## 4. RESPONSIBILITIES

<p>Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organisation first and describe them in a way that answers why the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.</p> <p>Assist the HR Officers with Recruitment for NTA positions:</p> <ol style="list-style-type: none"> <li>1. Maintain and mail out Qikiqtani School Operations' recruitment packages as requested.</li> <li>2. Prepare folders and maintain a file system for all competitions.</li> </ol>
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3. File resumes in appropriate competition folders, maintain competition details in spreadsheet, respond to applicant inquiries as needed.
4. As requested, sort and find relevant resumes and fax to the schools.

Assist the HR Officers with Staffing and personnel files:

1. Assist in the preparation of job description to accurately reflect revised organizational roles and obtaining the necessary internal approvals.
2. Assist in preparing evaluation and staffing action requests.
3. Assist in ensuring correct position numbers are assigned to new positions.
4. Assist in preparing and posting of ads for NTA positions.
5. Assist in ensuring all necessary documents are submitted for NEU positions (JD's, Org Charts, JE)
6. Assist in preparing and mailing of Letters of Offer for NTA along with necessary hiring information, application for Nunavut Teaching Certificate and Professional Development Logs.
7. Assist in copying and forwarding to all applicable departments copies of Letter of Offer and salary information.
8. Assist in creation and maintenance of NTA personnel files.

Maintain Qikiqtani School Operation's Leave and Attendance :

1. Ensure all the files are kept up to date and all information is kept in a confidential manner.
2. Maintain and update the leave databases for the regional office and all school employees.
3. Assist employees with filling out leave forms and all other forms as requested.
4. Receive all leave forms, ensure the applicable back up is included and prepare for data entry.
5. Receive all school attendance registers' and compare to leave forms received.
6. Data enter all leave forms and ensure correct leave balances.
7. Send letters/printouts to all employees advising of the status of their leave credits.
8. Prepare and source all necessary signatures of LWOP and AWOL forms, prior to sending to payroll.
9. File all leave forms to individual files.

Administrative duties for the HR Officers and Superintendent of Schools:

1. Typing routine correspondence reports and forms.
2. Receiving and sending messages via electronic mail.
3. Filing and photocopying as required.
4. Complete other related duties as requested.

## 5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance. *Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

This position requires good computer skills – Microsoft Word, Excel, PowerPoint, and knowledge of database, good writing and listening skills, organizational skills and the ability to respect confidentiality.

Familiarity with collective agreements, leave and attendance and staffing processes would be an asset.

Formal training would include completion of grade twelve (12) coupled with either a Secretarial/Administrative Certificate or two years of related Human Resource Office or Secretarial experience or a combination of education and experience.

## 6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Working conditions are in a warm comfortable office setting and the incumbent is able to move about as needed.

### Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

Minimal

### Environmental Conditions

Indicate the nature of adverse environmental conditions, to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

Minimal

### Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details through one or more of the incumbents' senses.

Much of the work done by the incumbent will be on computer and may require extended time in front of a computer screen.

### Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

During peak times of recruitment and staffing the incumbent may be expected to work long hours. Deadlines and dealing with issues that the HRA has little control over may at times be stressful.

**7. CERTIFICATION**

Employee Signature	Supervisor Title
Printed Name	Supervisor Signature
Date:	Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
Deputy Head Signature	
Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

**8. ORGANIZATION CHART**

Please attach Organizational Chart indicating incumbent's position, peer positions, subordinate positions (if any) and supervisor position.

**"The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position".**

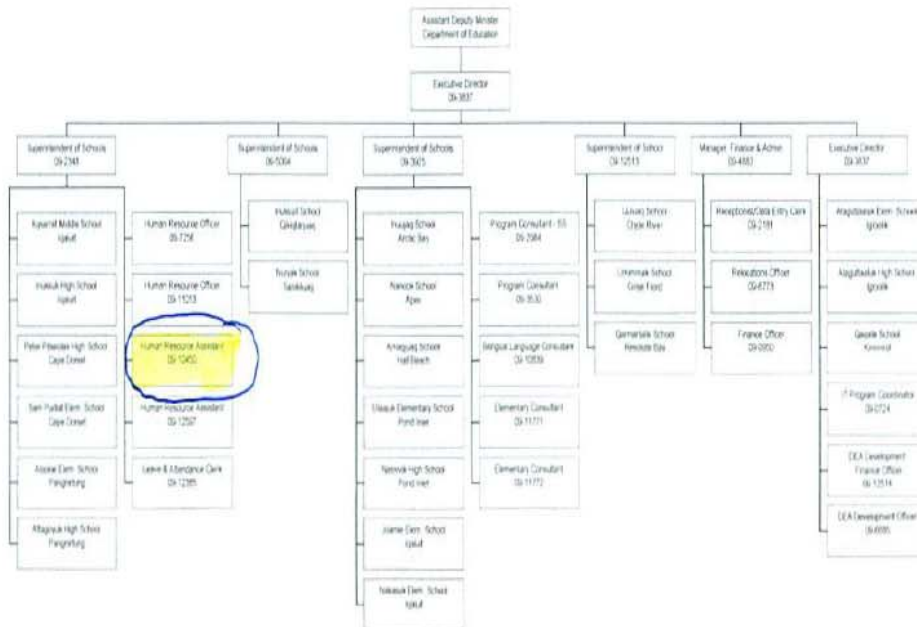
# Government of Nunavut Qikiqtani School Operations - Pond Inlet Organizational Chart 2010 - 2011

*Landy Pettigrew*

Executive Director

*February 18, 2011*

Date



24 JAN 2011