

1. IDENTIFICATION

Position No. 04-00039	Title Recruiting Consultant	Supervisor’s Position Manager, Strategic Recruiting and Inuit Employment Promotion	
Department Human Resources	Division/Region Recruiting and Staffing	Community Iqaluit	Location Headquarters

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Reporting to the Manager, Strategic Recruiting and Inuit Employment Promotion, the Recruiting Consultant provides information, promotes and attracts qualified candidates to careers and employment with the Government of Nunavut (GN), its boards and agencies.</p> <p>The Consultant helps to determine methods, locations and occupations to fill key vacancies in the GN Departments and represents the GN as an employer to potential job applicants through various types of communication, events and forums outside of the territory. As such the Consultant makes an important contribution to developing a qualified excellent GN workforce.</p>

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 Recruiting Consultant is one of 2 positions reporting to the Manager, Strategic Recruiting and Inuit Employment Unit, a newly-created Unit responsible for developing and implementing a strategic recruiting plan and an Inuit employment plan. The Recruiting Consultant recruits to high priority vacancies, helps client departments to fill vacancies as quickly as possible and promotes the GN as an “employer of choice” within Nunavut and across Canada.</p> <p>The Consultant develops recruitment approaches based upon the needs of GN client departments, the types of vacancies and the sources for potential job candidates. This position accomplishes this by:</p> <ul style="list-style-type: none"> • encouraging potential job applicants to apply to the GN; • providing general career information, specific job and life style information about living and working in Nunavut; • creating recruitment materials, using electronic media and job ads to increase awareness and attract candidates to employment opportunities with the GN; and • organizing and participating in job recruitment efforts inside and outside Nunavut.
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The position supports GN human resource consultants, staffing consultants and coordinators by providing advice, coordination and tools to accelerate recruitment and staffing of vacancies. The position may pilot government- wide actions and provide tools for applicability across GN departments

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization 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.

Recruiting Consultant is responsible for achieving results in the following areas:

1. Promotion of the Government of Nunavut as an “employer of choice”

The incumbent attracts candidates through communication and awareness campaigns, job fairs, liaison with professional associations, visits to colleges and universities, electronic media such as web-links, web sites and job boards and targeted southern or northern recruitment ventures. The Consultant may also attract job applicants through recruiting firms or use social media networks.

2. Attracting Candidates to Jobs and Creating Tools for Recruiting

The Consultant identifies, adapts and develops tools and resources to encourage potential job applicants to apply to the GN. The Consultant develops tools in audio/visual and electronic formats to support recruiting efforts, such as web-links, web sites, job boards and face book applications targeted to potential southern and northern recruits.

The incumbent works with the Unit Manager, other Recruiting Consultants/Specialists and Communications staff to hire external companies/consultants, to design approaches, translate materials and present content so that it reaches the intended audience.

The Consultant coordinates, attends and arranges HR participation in local and national business and trade shows (for example, business promotion events such as “Meet the North”) with the Department of Economic Development and Transportation, the Chambers of Commerce, Inuit organizations, the federal government and municipalities.

3. Information Services

The Consultant provides personalized responses to general employment and job inquiries by phone, email, conference calls and “distance delivered” sessions and workshops (e.g. using skype). The Consultant provides general information on key GN topics such as decentralization, Article 23, and departmental specific information. The position provides notes to selection panels to relay the depth of interest and research by candidates who have been actively pursuing employment with Nunavut.

The incumbent provides user-friendly information about the staffing process, the Collective Agreement, pensions, and the management compensation system and develops or adapts informational resources about general awareness of working in the GN (e.g. the types of work, positions, qualifications, salaries and benefits, career progression).

4. Coordinating within the Department of Human Resources

The position assists the Department to prepare and implement a GN Human Resources Strategy with the Policy and Strategic Priorities Division. The position coordinates with other HR Divisions to review organizational practices, assess practices and plans in order to identify ways of increasing attraction, development and retention of employees.

The Consultant may provide support to the Staffing Consultants on key competitions by liaising with candidates and keeping information flowing effectively throughout the process to minimize the chances of candidates accepting other employment during the hiring process or withdrawing from the competition.

5. Analysing and improving results

The position reviews the results of exit surveys, identifies issues, potential solutions and implements changes so as to increase recruitment and retention rates.

The position consults with departments on ways of improving the recruiting and staffing results and provides information about promising practices elsewhere in the GN, in other territorial governments and employers staffing in remote locations. The position may survey job candidates to identify their perceptions of the recruiting and staffing process.

6. Reporting and Briefings

The position prepares briefing notes and reports for the Manager and Director on issues related to recruitment. The position will be required to regularly report on the impacts and effectiveness of recruitment efforts

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.

EDUCATION

The incumbent should have either:

- demonstrated effectiveness in a related field supplemented by at least 2 years in human resources services; **or**
- formal training in human resource management, marketing, staffing, career development, social sciences, business administration, or public administration supplemented by 2 years related work experience; **or**
- four years' experience comprised of progressively responsible work in communications and social media combined with training and/or work experience in career development programming or social marketing.

Excellent knowledge of the Government of Nunavut, Nunavut communities and staffing criteria for GN positions. Knowledge of human resource management, especially staffing and recruitment, are assets.

Strong awareness of the cultural, geographic, community and social factors that may act as barriers to attracting and retaining employees in the GN is an asset.

SKILLS AND ABILITIES**Qanuqtuurniq and Problem Solving**

The position must have skills in program design and program development. The incumbent should demonstrate resourcefulness in introducing new ways of doing things. The successful candidate must be able to identify which approaches worked and why and be creative in adjusting and tailoring methods to unique and changing circumstances.

Tunnganarniq, Marketing and Communication

The Consultant must be able to sell Nunavut as a place to live and the GN as a place to work. The Consultant should have an ability to communicate a sense of welcome and inclusion in recruiting to the GN and to influence others who could be attracted to employment with the GN.

Basic skills in designing communication tools- electronic, personal, print and audio-visual- - for different audiences are required. Excellent written and oral communication skills are required in order to prepare tools to reach a wide audience across Nunavut and in southern Canada.

Qanuqtuurniq, Communicating and innovating within the recruiting and hiring process

The incumbent must be able to describe the GN hiring process and the varying high priority needs of the departments. Knowledge of the steps and time frames in the hiring/staffing process – both inside Nunavut and in southern Canada- is needed in order to innovate and be successful at attracting candidates to the GN departments, boards and agencies.

Innovation and a willingness to try new approaches and measure their impact are essential abilities.

Pijitsirniq and Knowledge of the Government of Nunavut

The Consultant must be able to show the benefits of working for the GN and understand the expectations of potential employees. The incumbent should demonstrate either:

- a good understanding of the requirements for entry, para-professional, professional, middle management and senior management positions and be able to identify schools, universities and colleges that will produce applicants with needed education and skills;
- to communicate career opportunities and learning opportunities for a variety of positions; or
- be committed to a Learning Plan which results in having sufficient knowledge to describe and discuss these elements knowledgeably within a six month time period.

The incumbent must also understand the salary and benefits offered to GN employees at various levels of the organization, how these compare with southern opportunities and must relate these in a convincing way to potential employees.

Ajjiqatigiinniq and Working Cooperatively

The position works with staffing consultants to provide suggestions and implements changes to improve hiring, progression and retention of employees in the GN. Good interpersonal skills are essential for maintaining effective working relationships with other practitioners in the Department of HR.

The position discusses organizational needs with current employees of the GN to solicit their input and assistance in attracting candidates to the GN.

Personal Qualities

Excellent personal motivation, persistence and an ability to prioritize are required to systematically develop an approach and follow an implementation plan. Organizational commitment, personal influence and credibility are important assets.

The incumbent should demonstrate a keen interest in learning and developing skills in the role and in taking on new challenges.

Analytical

Research ability to find effective recruiting practices in Nunavut, northern Canada, and southern Canada or internationally is essential. Ability to summarize data from within the Department and across the GN on hiring and retention is desirable.

Computer and Information systems

Excellent computer skills in the Office suite of programs are required with strong knowledge of Word. Familiarity with human resource management systems is an asset and ability to create charts and analyze data with Excel are assets in analyzing recruitment and retention patterns and preparing reports on the impacts of recruiting initiatives.

Language Requirements

Excellent communication skills- to read, write and speak in both English and Inuktitut are required.

Other Duties as Assigned

The Consultant may be asked to provide on- the- job training and development for new employees and Human Resources Assistants; and Prepare briefing notes for senior staff and the Minister on staffing matters.

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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).

Physical Demands

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

Meeting deadlines may generate stress and require lengthy days spent sitting at a computer. Travel may involve long days to reach destinations. Recruiting out- of- territory may require extended periods of travel. Conversing with a wide variety of audiences over an extended period of time will be required periodically.

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.

Travel inside and outside of Nunavut may be interrupted by inclement weather, small aircraft, and exposure to extremes of temperature.

Sensory Demands

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

This is a typical program development office position. Attention to detail, reading documents, working with electronic material and on-line systems will require sustained visual attention.

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.

Willingness to experiment and take risks may create anxiety when combined with the oversight of senior government representatives. Expectations for results will need to be managed by the practicalities of attracting candidates to the GN work force.

7. CERTIFICATION

<p>_____</p> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <p>_____</p> <p>Date:</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>Manager, Strategic Recruiting and Inuit Employment Promotion</p> <hr/> <p>Supervisor Title</p> <hr/> <p>Supervisor Signature</p> <p>_____</p> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____</p> <p>Deputy Head Signature</p> <hr/> <p>Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

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”.