

1. IDENTIFICATION

Position No. 04-10328	Title Regional Staffing Consultant	Supervisor's Position Regional Manager, HR Community Operations, Kivalliq	
Department Human Resources	Division/Region Kivalliq	Community Rankin Inlet	Location Rankin Inlet

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>The Recruiting and Staffing Division is accountable for recruiting and hiring qualified, representative individuals into the Government of Nunavut while complying with the Public Service Act, regulations and Article 23 of the Nunavut land Claims Act and customer services standards.</p> <p>Reporting to the Regional Manager, the Consultant provides services for GN positions based in the Kivalliq Region and plays an important role in developing a qualified, effective and increasingly-representative work force by:</p> <ul style="list-style-type: none"> • ensuring that the GN positions are staffed with qualified and effective employees; • applying staffing principles and policies in a timely and cost- effective manner; • providing guidance to Human Resource Coordinators and management in client departments regarding methods of filling vacancies ; and • applying the Priority Hiring Policy so as to build a workforce that is increasingly comprised of Nunavut land claims beneficiaries.

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 Staffing Consultant provides staffing services for GN department, boards and agencies in the Kivalliq Region. The position applies skills and knowledge of the GN legislation, staffing policies and processes to implement effective hiring practises, achieve the GN human resource and Inuit employment plans. Through implementation of the GN Hiring Priority Policy, this position enhances the employment opportunities for Land Claim Beneficiaries.</p> <p>The Consultant provides advice and support for GN management regarding approaches to staffing vacancies and implementing their human resource plans in order to build a stable, representative and competent northern workforce. The Staffing Unit is often the first point of contact for potential employees: this position plays a key role in creating promoting the GN as an employer of choice through</p>
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effective communication and practises throughout the staffing process.

The Consultant addresses departments' needs to fill vacancies while meeting the quality, consistency and timelines established for staffing services. The Consultant is expected to understand the occupational requirements and personal qualifications in a culturally diverse, complex work force for a number of different departments having both operational and headquarters functions.

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.

The Staffing Consultant is responsible for achieving results in the following key areas:

1. Staffing Vacancies

The position is expected to increase the number and proportion of GN positions that are filled by providing standardized consulting services to client departments. The Consultant leads the staffing process by:

- Reviewing staffing requisitions for data verification and the appropriate levels of approval;
- Selecting methods of recruitment and the area/scope of competition;
- Consulting with Recruiting Specialists in headquarters regarding methods for filling hard-to-fill vacancies;
- Preparing and placing advertisements into the appropriate media to attract viable candidates;
- Identifying screening criteria and equivalencies with departmental client representatives;
- Assisting in formulation of appropriate interview questions;
- Facilitating the Selection Committee to ensure the adherence to GN policies, procedures and Article 23 provisions and to inform each Committee's member of their respective roles;
- Coordinating multiple competitions and selection processes (e.g. interviews, written assignments, on-site visits) simultaneously;
- Ranking the candidates and checking references; and
- Processing documents, such as acting pay and pay adjustments, as well as the drafting and processing letters of offer under the authority of the Public Service Act.

2. Recruitment and Staffing of Casual Positions

- Identify department staffing needs and obtain required documentation to justify the needs
- Ensure all necessary information and signatures appear on the Casual Staffing Action before approving, entering and forwarding to the Department of Finance
- Ensure all GN policies and procedures and NEU Collective Agreement stipulations are followed in the selection of candidates

The Staffing Consultant ensures adherence to, GN legislation particularly the Public Service Act, staffing policies and processes and Human Rights legislation, and the Priority Hiring Policy in staffing processes. The Consultant follows an annual and monthly staffing plan and sets priorities based upon input from client departments.

3. Administration of HR processes

The Consultant oversees staffing transactions such as processing of pay documents and pay adjustments, drafts letters of offer, inputs system tracking information for secondments and transfer assignments for GN departments, liaises with staff responsible for Relocation, provides program knowledge to support ePersonality, and compiles statistics for reporting purposes.

4. Consulting Services

The position provides advice to Human Resource Coordinators in GN departments, boards and agencies regarding the preferred methods for filling vacancies- competition, Internal Transfers, Direct Appointments, Casual staffing and application of the Priority Hiring Policy to internal (departmental specific) transactions and, in conjunction with the Employee Relations Consultants, handling complex situations involving encumbered positions.

The Staffing Consultant suggests recruiting methods to client departments and identifies positions that may need services of the Recruiting Specialists. The Consultant also notes opportunities to enhance Inuit Employment in the recruiting process and may measure the impacts of such changes.

The Consultant ensures the Collective Agreement is implemented in setting salaries and making the recommendations to Deputy Ministers to justify over-range offers.

The Consultant may review departmental requests for Direct Appointments and prepare recommendations to the Manager or Director.

5. Improving Staffing Practises

The Consultant monitors the assigned files for timeliness of the services provided and develops inter-unit and inter-departmental relationships to improve the timelines for staffing vacancies.

The Consultant provides input to the development of new tools and methods to help with recruitment and staffing and then incorporates these tools and methods to improve the information provided to job candidates and new hires. For example, the Consultant relies upon marketing materials designed by Recruitment Specialists about the advantages of living and working in Nunavut (e.g. community life, recreation, tax benefits, pensions) in the staffing process.

The incumbent provides operational feed back to the Recruiting Specialists, the Inuit Employment Plan consultants, and the Policy and Strategic Priorities Division regarding the supports that would help in effective staffing and the impacts the interventions may be having in the staffing process.

The Consultant identifies standards, procedures and practises that might need to be updated or modified to improve results. The position also makes recommendations to the Regional Manager on matters of interpretation of policy and procedures and analyzes impacts of modification from past practises.

6. Other Duties as Assigned

The Consultant may be asked to:

- Provide on- the- job training and development for new employees and Human Resources Assistants;
- Prepare briefing notes for senior staff and the Minister on staffing matters.

- Conduct personnel file audits

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 behaviours 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.

KNOWLEDGE

A. EDUCATION

The Consultant should have some formal training in human resources or a related field: (human social sciences, business administration, human rights, labour relations, public administration) combined with at least 2 years directly-work experience.

OR

Equivalencies will be considered. A total of 4 years progressively responsible experience in human resources will be considered in lieu of the diploma/degree and the required experience (which follows) if this experience is combined with formal course work in human resource management.

B. EXPERIENCE

Demonstrated effectiveness in a an entry level human resource staffing position (for example, human resource assistant, Office Administrator having staffing or relocation duties, Supervisor with responsibilities for staffing, recruiting, or staffing assistant) is essential.

B. CONTENT

Sound knowledge of the Government of Nunavut and implementation of the Land Claims Agreement through human resource management are essential.

Fluency in Inuktitut /Inuinnaqtun is required.

The position requires sound knowledge of staffing, the Public Service Act, the Collective Agreement and Article 23of the Nunavut Land Claims Act as applied to hiring policies.

Knowledge of the structure of government and the various occupations within, skills and abilities, and the requirements associated with regulated occupations. Training or working familiarity with the National Occupational Classification system would be a definite asset.

Commitment to a Learning Plan, to be accomplished during the first 24 months in the position, is required for candidates who lack certain elements human resource knowledge, knowledge of the human resource system in Nunavut.

SKILLS

- Strong interpersonal and communication skills to explain policy, process, and guidelines to client departments and job candidates and provide support and information to successful candidates
- Relationship skills to build cooperation with client departments, candidates and references and to resolve conflicting priorities and intervene in situations where clients may not be following

appropriate staffing methods

- Assertiveness, tact and professionalism, for example when informing unsuccessful applicants of the outcome of a competition and their appeal rights
- Standardized interviewing techniques to conduct a systematic and fair process while a fostering Tuganarniq to create an open welcoming relaxed interview environment
- Consulting and problem solving skills
- Time management skills
- Administrative skills to ensure processes are followed and documents are accurate and complete
- Written and oral fluency in one of the Inuit languages is required
- Sound judgement in making decisions as the consequences of error are significant in staffing remote positions
- To organize multiple elements of the staffing process, all of which are a various stages

Must be competent in the Office Suite of programs with good knowledge of email, Word, Excel. Familiarity with human resources data bases, software and systems (such as ePersonality) is an asset.

ABILITIES

- Goal directed and focussed on achieving results
- Aajiiqatigiinniq –using discussion and consensus for decision making
- The ability to advise, motivate and lead a wide variety of people, (Panel members, Senior Management, Managers departmental representatives and clients)
- Ability to meet and deal with people from a wide variety of backgrounds
- Cultural and political sensitivity
- To represent the GN as an Employer: reflect positively on the image of the GN as a potential employer in the staffing process; to sell and accurately represent Nunavut as a place to live and the GN as a place to work to job candidates
- Discretion and tact are important for dealing with job applicants and client departments.
- Excellent personal motivation, persistence and an ability to prioritize are required to develop competence in the role and tackle a high volume of work
- The incumbent should demonstrate a keen interest in learning and developing skills in the role and in taking on new challenges.

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.

There may be times when client interviews need to be conducted after normal working hours or on weekends. Meeting expectations for a high volume of work may generate stress. The duties require lengthy days spent sitting at a computer and on the telephone in communication with panel members

and job applicants.

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.

This is an office position that will require little if any travel. The incumbent may be required to attend community events in the Kivalliq Region or in Iqaluit for offering services to youth and other beneficiaries.

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.

Listening to client departments and job applicants requires sustained concentration on a daily basis. Sometimes the interactions involve conflict, angry messages or relaying decisions that job applicants may not like.

Attention to numerical detail, reading documents, and 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.

The Consultant regularly deals with client departments that have urgent staffing needs. This may create conflicting priorities and pressure for the incumbent.

The incumbent deals with client departments to ensure they conform to the process and standards established by Acts, Manuals, the Priority Hiring Policy, and the Nunavut Land Claims Agreement.

There is constant pressure to provide a quality service, free of substantial procedural error and under continuous client imposed deadlines. Additionally, the incumbent must inform unsuccessful candidates in an honest, fair, consistent, and sensitive manner. These requirements may place considerable mental stress and fatigue on the incumbent.

7. CERTIFICATION

_____ Employee Signature	Regional Manager, HR Community Operations, Kivalliq _____ 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”.