Building Nunavut Together
Nunavuliuqatigiingniq
Bâtir le Nunavut ensemble

GOVERNMENT OF NUNAVUT
EMPLOYMENT OPPORTUNITY

Title: Regional Manager, Staffing
Department: Finance
Community: Cambridge Bay, Igloolik, Rankin Inlet
Reference Number:
Reference: 03-502495, Cambridge Bay
Reference: 03-502658, Igloolik
Reference: 03-502660, Rankin Inlet

Starting Salary: $ 93,951.00
Housing: Subsidized staff housing is available
Union Status: Excluded

Northern Allowance:
$ 19,716.00
$ 22,579.00
$ 18,517.00

Type of Employment: Indeterminate

Closing date: October 23, 2015 @ 12:00AM MST

Requires an acceptable criminal record check.

Located in Cambridge Bay, Igloolik and Rankin Inlet and reporting to the Director, Regional Operations, the Regional Manager, Staffing is responsible for managing staff, developing and implementing strategies to help improve the staffing process and ensuring a high level of service delivery.

The Regional Manager will advise and ensure established human resource standards, policies and procedures as they relate to the staffing and recruitment process, are clearly understood, precisely followed and properly documented. The Regional Manager is also responsible for statistical reporting, regional training, direct supervision of staff, and overseeing recruitment services for more than 1,000 positions within the Regions.

Effective delivery of this role will result in greater awareness of government staffing policies and procedures; highly trained, effective and competent staff; timely completion of competitions; and greater compliance with Inuit hiring policies and Article 23 of the Nunavut Land Claims Agreement.

The Manager is the administrator for the centralized staffing processes in the Kitikmeot, Kivalliq and Baffin Regions and is expected to provide advice and direction to the Government of Nunavut (GN) regional departments, boards, and agencies on staffing policies and processes.

The ideal candidate will have a Human Resources Management Diploma and two years' experience in recruitment or human resource services with 1 year of supervisory experience.

Equivalencies will include one additional year of direct experience for each year of formal education, plus one year of supervisory experience.

The following knowledge and skills would be an asset to the successful completion of this position.

In-depth knowledge of GN Staffing Policies, Procedures and Practices; PSA for Nunavut; HR Manual, Collective Agreements and Nunavut Land Claims Agreement Article 23.
Skills in interpersonal relations and communication; effective writing; team building; analysis and problem solving; time management; administrative, sound judgment; and computer skills.
Abilities in Aajiiqatigiiniq; organizational, cultural and political sensitivity; discretion and tact; personal motivational skills.
Demonstrate a keen interest in learning, taking on new challenges, and developing skills in the role.

Please quote reference number when applying for specific location.

- Choose an item.
- The Government of Nunavut is committed to creating a more representative workforce so it can better understand and serve the needs of Nunavummiut. Priority will be given to Nunavut Land Claims Beneficiaries.
- Candidates must clearly identify their eligibility in order to receive priority consideration under the Nunavut Priority Hiring Policy.
- Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.
- Job descriptions may be obtained by fax, email or on the website.
- Only those candidates selected for an interview will be contacted.

CONTACT: Department of Finance
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