

1. IDENTIFICATION

Position No. 03-00018	Job Title Regional Manager, Staffing	Supervisor's Position Director, Kitikmeot Regional Operations (03-04657)	
Department Finance	Division/Region 03780-04 Kitikmeot Regional Operations	Community Cambridge Bay	Location Cambridge Bay
Fin. Code: 03780-01-4-444-0300000-01-????			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Located in the Kitikmeot Region and reporting to the Director, Kitikmeot Regional Operations (Director), the Regional Manager, Staffing (Manager) is responsible for managing staff, developing and implementing strategies to help improve the staffing process and ensuring a high level of service delivery.</p> <p>The Manager will advise and ensure established human resources standards, policies and procedures as they relate to the staffing and recruitment process, are clearly understood, precisely followed and properly documented including reporting.</p> <p>The Manager is responsible for the direct supervision of staff including. The Manager oversees recruitment services for more than 1,000 positions within the Kitikmeot Region.</p> <p>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 <i>Nunavut Land Claims Agreement</i>.</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 Manager is the administrator for the centralized staffing process in Kitikmeot and is expected to provide advice and direction to Government of Nunavut (GN) regional departments, boards and agencies on staffing policies and process.</p> <p>The Manager is responsible for ensuring the regional staffing practices are consistent with the GN priority hiring policies and with article 23 of the <i>Nunavut Land Claims Agreement</i>. The Manager is also responsible for maintaining accurate and current statistics on hiring data for senior managers.</p> <p>Effective delivery of these services will positively impact the service delivery and capacity of regional departments, boards and agencies by ensuring timely completion of competitions,</p>

reducing vacancies and ensuring the recruitment of competent and qualified staff.

The Manager works in partnership and cooperation with other departments, boards, agencies and community organizations to further the goals of attracting and preparing a local work force by presenting and speaking at local schools, trade shows and organizations involved with the development of local workforce capacity. In addition, by delivering training for departmental representatives or general public on interviewing. The Manager assists by promoting the GN as an “employer of choice.”

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 Manager is responsible for:

Provide staffing services to client departments, boards and agencies by:

- Managing and overseeing the regional staffing process and ensuring staffing requests are filled in a timely manner
- Providing staffing services for some senior management positions
- Ensuring effective communication on staffing procedures, services and programs within the GN and to the public
- Providing support to regional departments with delegated staffing authority
- Overseeing the secondment and transfer assignment process used by the GN
- Ensuring government acts, processes and regulations are communicated and adhered to
- Working in partnership with the Manager, Strategic Recruiting to ensure that staffing activities are compliant with and complementary to recruiting initiatives.
- Representing the Department by participating on the local housing allocation committee and ensuring departmental housing needs are presented and fairly allocated
- Coordinating regional long service awards and employee recognition initiatives
- Providing interpretations to departments through consultation with headquarters and the region on staffing issues.

Identify and provide training for staff and departmental representatives by:

- Providing training programs and workshops on staffing processes, ensuring the training is designed to meet the need of a variety of audiences (departmental staff, managers and staffing practitioners)
- Developing and delivering training on staffing services and interviewing skills

Improve on staffing services by:

- Reviewing and Researching current staffing practices and participation in Departmental working groups to review staffing process and recommend improvements
- Reviewing regional process to ensure staffing practices are consistent, effective and efficient while complying with departmental standards, policies and regulations
- Managing the implementation of new services in the regional office

Monitor and report progress by:

- Ensuring the accuracy of the information entered into the ePersonality system
- Providing regular progress reports to the Director on staffing competitions and assigned projects
- Monitoring indicators to measure program performance and compliance
- Completing internal reviews on staffing competitions
- Assisting in collecting and compiling staffing-related statistics
- Maintaining the Staffing Database and utilizing the database for reporting purposes.

Supervise and develop staff by:

- Monitoring staff leave and attendance
- Providing support and advice to staff and assisting with workload as required
- Evaluating and reporting on staff performance
- Imposing discipline as required
- Addressing professional and staff development and training needs
- Preparing a divisional work plan and assigning relevant work to staff.

The Manager may also participate in local career fairs, job fairs and trade shows to promote employment opportunities in the GN when required.

Other duties as assigned by the Director.

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

The responsibilities of the position require an in depth knowledge of GN staffing policies, procedures and practices as well as the Public Service Act for Nunavut, the Human Resource Manual, Collective Agreements and the Nunavut Land Claims Agreement (Article 23).

The knowledge required to effectively perform the duties of a Regional Manager, Staffing are normally acquired through:

- Two years' experience in recruitment services or human resource services
- One year of supervisory experience
- Diploma in human resources management.
- Experience working in the public sector and with Aboriginal people and in a multi-cultural environment is an asset
- Equivalencies will include one additional year of direct experience for each year of formal education, plus one year of supervisory experience.

SKILLS

- Supervision skills to motivate and manage staff workloads and ensure priorities and deadlines are met
- Strong interpersonal and communication skills are necessary to explain policy, process, and guidelines to client departments and job candidates and provide support to staffing officers
- Effective writing skills are required to develop training materials, review and edit regional advertisements and providing reports
- Relationship skills to build cooperation with client departments and to resolve conflicts 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
- Analysis 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 an asset
- Sound judgement in making decisions
- Knowledge of methods, theories, and the practice and principles of human resources

ABILITIES

- Good computer skills in the Microsoft Office suite of programs with working knowledge of email, Word, Excel.
- Goal directed and focussed on achieving results
- Aajiiqatigiinniq –using discussion and consensus for decision making
- The ability to organize, motivate and lead various people through the interviewing processes, (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.
- Position of trust.

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.

The Manager occasionally travels in the north to participate in workshops or meetings. Meeting multiple deadlines for competing priorities may generate stress.

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.

The Manager works in a typical office setting, dealing with issues that can be politically sensitive in nature. The Manager is not exposed to adverse environmental conditions.

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 through one or more of the incumbents' senses.

Extended hours can be spent in front of the computer preparing, assessing and reviewing documents that require attention to detail. Considerable time is spent in meetings, which requires concentrated listening and comprehension.

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.

Tight deadlines, changing priorities and multiple demands can increase anxiety and stress level. Contact with clients may require extensive discussion and debate to ensure compliance with departmental processes: this requires a high degree of enthusiasm, confidence, discretion and diplomacy.

7. CERTIFICATION

_____ Employee Signature	Director, Kitikmeot Regional Operations 03-04657 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”.