

1. IDENTIFICATION

Position No. 12-NEW	Job Title Staffing and Human Resources Consultant	Supervisor's Position Manager, Human Resources and Organizational Development	
Department NHC	Division/Region Corporate Services	Community Iqaluit	Location Iqaluit
Freebalance Coding: 03300-01-1-111-0302004-04-????			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>The Staffing and Human Resources Consultant is responsible and accountable for effective and efficient delivery of a full range of human resource services for the Nunavut Housing Corporation (NHC).</p> <p>As a Crown Corporation, the NHC possesses delegated authority to conduct the full range of staffing and recruitment services, an authority which has been delegated by the Department of HR to only a few organizations across the Government of Nunavut.</p> <p>The Staffing and Human Resources Consultant is responsible for providing all human resources functions to NHC, namely, staffing, recruitment, HR and strategic planning, staff training and development, implementation of the Inuit Employment Plans, and advice regarding employee relations. The incumbent will provide technical guidance and policy advice to all divisions of the NHC in all areas of human resources, including interpretation of HR policy and procedures as well as the NEU collective bargaining agreement, implementation of Article 23 of the Nunavut Agreement and Inuit Employment Plan (IEP) reporting.</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 Staffing and Human Resources Consultant has an important administrative responsibility to the NHC and is accountable to the Manager, Human Resources and Organizational Development for administering effective and efficient human resources advice, analysis and services.</p> <p>The position is involved with conflict resolutions and providing advice and assistance on matters relating to NHC staff terms and conditions of employment and benefits entitlements. The incumbent manages all categories of employees (Nunavut Employees Union, Excluded, Senior Managers) when determining</p>

employee's entitlements.

The position works closely with senior managers and provides direction and guidance to ensure human resources services are provided in accordance with the established policy and procedures and in compliance to Article 23 of the Nunavut Agreement. This will also include responding to priorities outlined in the NHCs business and strategic plans and the guidelines established in GN acts, regulations, labour standards, the NEU collective agreement and employee terms and conditions of employment, and the Canadian Human Rights Act.

The Staffing and Human Resources Consultant is also responsible for responding to all public enquiries related to positions available at NHC.

The Staffing and Human Resources Consultant is responsible for assisting in the implementation, monitoring, and evaluation of the Inuit Employment Plan of the NHC.

In addition, the position serves as key HR lead for training HR staff and NHC employees on the Oracle Fusion Leave and Attendance program which is a new and dynamic paper-free system that has been introduced at NHC in 2023, ahead of all other GN Departments. The position is responsible to acquire a comprehensive knowledge of the system and its applications, liaise directly with Oracle for system improvements and troubleshooting errors. As a consequence, the position must have a superior knowledge of collective agreement and HRM leave and attendance requirements and provisions.

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 and Human Resources Consultant staffs all term, indeterminate and casual positions for NHC.

- Provide professional recruitment and selection services for indeterminate, term and casual employees to ensure integrity of the staffing process in accordance with Government guidelines and standards.
- Provide advice and guidance to supervisors during all stages of the recruitment process (including staff requisitioning, advertising, screening, interviewing, ranking, selection and applicant communication);
- Provide advice and assistance to managers and supervisors about writing job descriptions including the prevention of artificial barriers for Inuit seeking employment with the NHC;
- Keep and maintain job descriptions including writing and updating, them while ensuring they are in conformance with guidelines and standards; and implementing quality control measures to ensure compliance with job description and job evaluation standards;
- Prepare and submit all documentation to the Department of HR to initiate position re-evaluation, and any other action affecting the job description and evaluation;
- Complete all job evaluation requests forms for staffing requirements (as assigned);
- Check processing and/or process job evaluation results;
- Prepare, submit and coordinate all job competition advertisements, including submitting payments;
- Facilitate the competition Selection Committee to ensure strict adherence to GN and HR departmental policies and procedures (including the GN Priority Hiring Policy and Article 23) and to inform each Committee member of roles and responsibilities in the selection process.
- Prepare the screening criteria, participate in the screening of competition files, and complete acknowledgement of applications or selections for interview;
- In association with the Selection Committee, assist in the development and formulation of behavioural descriptive interview questions (drafting or reviewing questions and expected answers), conducts the interviews and provides information to applicants about terms and conditions of employment;
- Participate in the ranking of applicants, complete reference checks, make job offers and express regrets to unsuccessful applicants (including informing appropriate applicants of their appeal rights);
- Provide advice and information to employees and applicants about the recruitment process, including constructive suggestions for improvement for unsuccessful applicants;
- Collect and compile statistics for demographical information and assessment from documenting statistics for each competition including statistics for the IEP reports for the NHC, GN, and Department of Human Resources;
- Prepare competition reports on competitions that are appealed. The incumbent must maintain transparency to the selecting process through open accessibility, accountability and availability to Senior Management;
- Liaise and co-ordinate staff housing requests for all NHC staff;
- Check processing, and/or process competition information into personnel system and retain confidential custody of competition files;
- Prepare all secondments and transfer assignments as assigned, drafts all the agreements for discussion with managers and staff to be seconded or assigned. After which obtains legal copies of prepared agreements including extraordinary terms;
- Process and ensure all EPersonality data entry for NHC are complete and accurate with Department of Finance standards and reports to ensure that employees are paid correctly and on time.
- Other duties as assigned by the Manager, Human Resources and Organizational Development.
- Providing guidance to Senior Management and carrying out recruitment and retention functions for the staff;

- Periodically review and recommend changes to HR policies and procedures of the NHC;
- Assist the Manager of Human Resources and other NHC staff as required with the execution of NHC's IEP.

Manage Performance Management processes for NHC staff to ensure high standards of performance, long term career planning and professional growth plans commensurate with the high expectations for the only post-secondary institution in Nunavut.

- Provide advice to directors, managers, and supervisors on performance management, including the conduct of employee performance reviews;
- Work with managers and Directors in co-ordinating annual performance reviews, ensuring that they are completed according to the requirements of Nunavut Arctic NHC and the Government of Nunavut;
- Implement quality control measures to ensure compliance with performance management standards;
- Retain confidential custody of performance review files.
- Manage the administration of other Human Resource functions across the NHC in accordance with Government guidelines and standards and NHC policies.
- Address on-going human resource policy and procedural interpretation inquiries that range from leave credit entitlements to disciplinary matters.
- Process documents, such as acting pay and pay adjustments, as well as the drafting and processing of letters of offer under the authority of the Public Service Act;
- Collect and compile statistics for demographical information and assessment;
- Revise NHC Human Resources Employee Orientation Manual each academic year or when required;
- Prepare and deliver information for the Human Resources Employee Orientation presentation for new NHC staff for the new academic year as assigned by the manager;
- Participate on Human Resources Committees established through the GN;
- Ensure all Summer Student Applications and Reports are forwarded to the Department of Human Resources by respective deadlines;
- Participate as a committee member on the Health & Safety Committee to ensure health and safety policies are adhered to, identify hazards and recommend solutions, advise on and promote health and programs to the staff, investigate complaints, and establish yearly action plans for the committee.

The Staffing and HR Consultant provides functional oversight to the Human Resources Coordinator by:

- Ensures the HR Coordinator has assigned work and provides advice and guidance when required.
- Records and monitors the HR Coordinator's attendance.
- Provides feedback to the Manager, Human Resources and Organization Development regarding the performance of the HR Coordinator.

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

- Principles and practices of Human Resource Management, staffing, the Public Service Act, Collective Agreements and Article 23 of the Nunavut Agreement as it applies to human resource management and hiring.
- Thorough knowledge and understanding of the recruitment and staffing process for term and indeterminate employees and GN casual hiring.
- Knowledge of Human Resource Practices as well as familiarity with interpreting collective agreements and personnel policies, records management, and security critical to the ATIPP process.

Skills and Abilities

- Effective organizational skills and the ability to prioritize are essential to ensure the efficient completion of multiple staffing processes.
- Effective interpersonal, verbal and written communication skills.
- Ability to handle large volumes of highly sensitive documents under tight deadlines and extreme pressure.
- Ability to work independently and in teams.
- Ability to work with a high level of professionalism, tact, diplomacy, patience and discretion.
- Ability to encourage compliance.
- Proficient public speaking skills, presentation and training skills.
- Ability to be empathetic and sensitive to the regional, economical, social, and political and cultural conditions of the region.

Qualification Requirements:

Typically, the above knowledge, skills, and abilities, would be acquired through:

- An undergraduate degree in Human Resources, Business Administration, or a related field
- 2 years of directly related work experience in staffing and/or recruitment.
- Experience in performance management and HR information systems (including Oracle) is considered an asset.
- Supervisory experience is considered an asset.
- Behaviour Descriptive Interviewing experience is considered an asset.
- An acceptable combination of education and experience may be considered

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 duties require lengthy days spent sitting at a computer preparing staffing information, conducting interview and being on the telephone in communication with panel members and job applicants.

There may be times when client interviews will need to be conducted outside of normal working hours.

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 position works in a traditional office environment.

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 divisions and job applicants requires sustained concentration on a baily basis. Interactions may involve conflict, angry messages or relaying decisions that job applicants may not agree with.

Attention to numerical detail, reading and preparing 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 position regularly deals with client divisions that have urgent staffing needs. This may create conflicting priorities and mental pressures.

The position deals with client divisions to ensure they confirm to the process and standards established by Acts, Manuals, the Priority Hiring Policy, and the Nunavut Agreement.

There is constant pressure to provide a quality service, free of substantial procedural error and under continuous client-imposed deadlines. Additionally, the position is required to inform unsuccessful candidates in an honest, fair, consistent, and sensitive manner.

7. CERTIFICATION

_____ Employee Signature	Manager, Human Resources _____ 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”.