



Title: Staffing and Human Resources
Consultant
Department: Nunavut Housing Corporation

Salary range: \$100,780.00 to \$114,378.00 per year,
37.5 hours/week

Northern Allowance: \$16,008.00 per year

Community: Iqaluit

Union Status: Excluded

Reference Number: 2024-17-NHC-15597

Housing: Subsidized Staff Housing is not Available

Type of Employment: Indeterminate

Closing date: Open until filled

This employment opportunity is restricted to residents of Iqaluit only.

The Government of Nunavut was selected as one of Canada's Best Diversity Employers, Top Employers for Young People, and recent graduates in 2023. Nunavut is a dynamic, vibrant territory, committed to becoming an even better place for future generations. As a government, we are strengthening our unique model of governance - one that integrates Inuit societal values, promotes use of the Inuktitut language, achieves a representative public service, and collaborates with partners to achieve the promise of Nunavut. Successful applicants will enjoy a competitive salary, medical and dental benefits, a defined benefit pension plan, relocation privileges and opportunities for training and career advancement.

The Nunavut Housing Corporation is an agency of the Government of Nunavut which serves the housing needs of one of the fastest growing and youngest populations in Canada. NHC's mandate is to create, co-ordinate, and administer housing programs to provide fair access to a range of affordable housing options to families and individuals in Nunavut. NHC has recently launched The Nunavut 3000 Strategy, (www.igluliuqatigiingniq.ca) which is a collaboration between the government and its partners to deliver 3,000 new units across the housing continuum by 2030.

Reporting to the Manager, Human Resources and Organizational Development, the Staffing and Human Resources Consultant is responsible for providing all human resources functions to NHC including staffing, recruitment, HR and strategic planning, staff training and development, implementation of Inuit Employment Plans, and advice regarding employee relations. The Consultant will provide technical guidance and policy advice to all divisions of NHC in all areas of human resources, including interpretation of HR policies and procedures, as well as the NEU Collective Bargaining Agreement, implementation of Article 23 of Nunavut Agreement and Inuit Employment Plan (IEP) reporting.

Key responsibilities of the successful candidate will also include:

- Managing and providing advice on performance management processes;
- Providing advice to management on job descriptions and organizational design;
- Preparing and submitting documents for job evaluation;
- Managing advertising accounts for recruitment activities;
- Preparing and assisting in the delivery of employee orientation; and

If you are interested in applying for this job, please email your cover letter and resume to kimw@sivummutolutions.ca. Please include the reference # in the subject line of your email.

- The Government of Nunavut is committed to creating a representative workforce; therefore, priority will be given to Nunavut Inuit who self-identify as being enrolled under the Nunavut Agreement in accordance with the Priority Hiring Policy.
- Government of Nunavut employees serving a probationary period must obtain and provide written authorization from the deputy head of their employing department. The authorization from the deputy head must accompany your application for your application to be considered.
- Possession of a criminal record may not disqualify candidates from being considered. An assessment of the criminal record will be measured against the scope and duties of the position. This is only a requirement for positions that require a satisfactory criminal record or vulnerable sector check.
- Applicants may submit their resume in any of the Official Languages of Nunavut.
- Only those candidates selected for an interview will be contacted.
- The onus is on candidates in receipt of foreign post-secondary education credentials to have their foreign credentials assessed through a recognized Canadian education institution. Failure to do so may result in the rejection of their application.

CONTACT: Nunavut Housing Corporation
Government of Nunavut
PO Box 1000, Station 1400
Iqaluit, Nunavut X0A 0H0
<https://www.nunavuthousing.ca/careers?&lang=en>

Phone: (613) 292-8115
Fax: (867) 979-4194
Email: kimw@sivummutolutions.ca



- Serving as key HR lead for training HR team members and NHC employees on the Oracle Fusion Cloud leave and attendance program.

The knowledge, skills, and abilities required for this job are usually obtained through an undergraduate degree in Human Resources, Business Administration, or a related field with a minimum of two (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.

Acceptable combinations of education and experience may be considered for this position. We encourage you to apply if you have equivalent years of education and/or experience equal to the education and experience requirements listed above.

The Official Languages of Nunavut are Inuktitut, English and French. Applicants may submit their resume in any of the official languages of Nunavut. Fluency in more than one of Nunavut's official languages would be considered an asset. Knowledge of Inuit communities, culture, land, Inuit Qaujimagatuqangit, Inuktitut and experience working in a northern cross-cultural environment are also considered assets.

An eligibility list may be created to fill current and future vacancies across Nunavut Housing Corporation in all communities.

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