

IDENTIFICATION

Department	Position Title	
Workers' Safety and Compensation Commission	Human Resources Advisor	
Position Number(s)	Community(s)	Division/Region(s)
97-9823	Yellowknife	Performance and Corporate Services

PURPOSE OF THE POSITION

The Human Resources Advisor provides advice, planning and support services to senior management and supervisors in the areas of recruitment, job description preparation and labour relations advice. This position also plays an active part in the implementation and maintenance of all components of a comprehensive Corporate Human Resources Plan and other Human Resources (HR) initiatives. This position also conducts job evaluation as required.

SCOPE

The Workers' Safety and Compensation Commission (WSCC) is a Crown Corporation of the Governments of the Northwest Territories and Nunavut, directed by a Governance Council through the President & CEO. The WSCC operates from headquarters in Yellowknife, and regional operations in Iqaluit and Inuvik.

The WSCC promotes safe work places through education and prevention, and cares for injured workers through a system of no-fault compensation. The *Workers' Compensation Acts* of the Northwest Territories and Nunavut govern the system, funded through the collection of assessments from employers.

The WSCC is committed to an environment free of racism and discrimination, where people feel safe when receiving services. This can be achieved by respectful engagement that acknowledges the importance of cultural differences and values Cultural Safety.

Located in Yellowknife and reporting to the Senior Human Resources Advisor, the HR Advisor provides HR services to WSCC managers and supervisors mainly in the areas of recruitment and job description development. The incumbent also provides general labour relations advice and guidance. They provide services in the context of the *Public Service Act*, UNW Collective Agreement, the Excluded Employees' Handbook and the Senior Managers' Handbook.

This position also assists in the development and implementation of a comprehensive Corporate Human Resources Plan and other HR initiatives. The HR Advisor is a specialist in recruitment and provides technical expertise in the development and maintenance of the WSCC recruitment program and employment strategy.

The work of this position helps to ensure the recruitment and retention of a qualified and competent staff at the WSCC. The HR Advisor must make recommendations and decisions that align with the Commission's Vision, Mission, Values and strategic priorities. This is particularly important since we are an employer funded Commission, whose stakeholders closely monitor our practices. The incumbent must provide services that meet the excellence standards that the WSCC has established as well as unique standards established to meet unusual situations as they arise from regional offices.

RESPONSIBILITIES

1. Ensures the recruitment of qualified, capable WSCC staff by facilitating the recruitment process for term and indeterminate staff.

- Assist managers in determining recruitment options.
- Designs and develops advertising copy in consultation with managers.
- Plans and develops recruitment and selection tools and activities.
- Chairs and facilitates Selection Committee activities and ensures the committee is updated at all times.
- Performs reference checks
- Makes job offers, verbal and written, to casuals, terms or indeterminate as required.
- Ensures entire recruitment and selection process is consistent with policy, legislation, and best practices.
- Facilitates the appeal process as required.
- Provides advice and consultation to unsuccessful candidates
- Provides expert advice and training to members of the Selection Committee.
- Prepares documents required for direct appointments, secondments and transfer assignments.
- Initiates the on-boarding process of new hires and enters all relevant data of new hires into the Great Plains HR system.
- Coordinates the delivery of the Summer Student Employment Program and the Northern Graduate Employment Program.
- Maintains tracking of recruitment statistics.
- Makes arrangements for incoming removals.
- Monitors success of advertisements in various media including online job sites, national newspapers, and professional journals and makes recommendations on most successful recruitment methods.

2. Assists managers and supervisors to promote healthy labour/management relations by assisting with general labour relations issues.

- Provides advice and interpretation of the *Public Service Act*, Collective Agreement, Excluded Employees' and Senior Managers' Handbook.

- Provides advice and counselling to managers with respect to grievances, employee discipline and other labour relations matters.
- Assists to finalize letters of reprimand and other related labour relations correspondence.
- Acts as a mediator in supervisor/employee disputes and is the departmental representative when negotiating settlements with the Union of Northern Workers.

3. Assists with the development/implementation and consequent monitoring of the Corporate HR Plan and associated programs and services.

- Provides information and analysis that contributes to the strategic human resources management.
- Provides specialist advice on recruitment and retention strategies including effective advertising strategies and recruitment programs.
- Develops and monitors of the WSCC employment strategy.
- Works with management to ensure the organizational design supports effective program delivery.
- Assists managers to analyze position work flow to avoid duplications, and reviews final job descriptions.
- Attends WSCC job evaluation meetings as required.
- Provides training and assistance to staff on writing job descriptions.
- Ensures position files, both paper and electronic, are current at all times.

4. Performs other duties as assigned to achieve WSCC goals through special projects and initiatives.

WORKING CONDITIONS

(Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

As normally required in an office environment.

Environmental Conditions

As normally required in an office environment.

Sensory Demands

As normally required in an office environment.

Mental Demands

Unpleasant direct personal contacts or concern about unpleasant situations are possible during regrets on recruitment activity, labour relations support situations or during exit interviews. This occurs 20 times per month, ranging from 10 minutes to 2-3 hours.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven client service orientation.
- Excellent interpersonal skills.
- Proven knowledge of, and ability to, apply best practices in human resource management, particularly in the areas of recruitment and retention.
- Understanding of the WSCC's organization, environment, culture, and business strategies with the ability to understand, recognize and/or anticipate concerns or problems that will ultimately affect the WSCC's ability to attract, retain and motivate employees.
- Proven ability to communicate, both orally and in writing, with senior managers, technical staff, and other employees.
- Proven organizational and time management skills.
- Proven strategic-thinking skills and judgment.
- Proven knowledge of *Acts*, Regulations, and procedures applicable to human resource management.
- Proven analytical and research skills.
- Proven knowledge and understanding of human resource services within a unionized, public service context.

Typically, the above qualifications would be attained by:

Completion of a relevant Bachelor's degree, with a minimum of 2 years of progressive generalist Human Resources experience.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) Intermediate (I) Advanced (A)
READING COMPREHENSION:
Basic (B) Intermediate (I) Advanced (A)
WRITING SKILLS:
Basic (B) Intermediate (I) Advanced (A)
- French preferred

Aboriginal language: To choose a language, click here.

- Required
- Preferred

CERTIFICATION

Title: Human Resources Advisor

Position Number(s): 97-9823

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____ Supervisor Signature</p> <p>Theena Mercado</p> <p>_____ Printed Name</p> <p>May 5, 2021</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____ Senior Manager</p> <p>_____ Date</p>	
<p>_____ President & CEO</p> <p>_____ Date</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	
<p>The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.</p>	

Reviewed by Human Resources: _____