

IDENTIFICATION

Department	Position Title	
Workers' Safety and Compensation Commission	Human Resources Advisor	
Position Number	Community	Division/Region
97-9985	Iqaluit	Performance and Corporate Services

PURPOSE OF THE POSITION

The Human Resources Advisor provides general human resources advice, planning and support services in ensuring the recruitment and retention of qualified and capable Workers' Safety and Compensation Commission staff. This position also plays an active part in the implementation and maintenance of all components of a comprehensive Corporate Human Resources (HR) Strategic Plan and other Human Resources initiatives that support recruitment, retention, employee development and recognition.

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 Iqaluit and reporting to the Senior Human Resources Advisor, the HR Advisor provides HR services to WSCC managers and supervisors in the areas of recruitment, job description development, performance management, retention, and provides general labour relations advice and guidance. The incumbent provides services in the context of the *Public Service Act*, the Union of Northern Workers (UNW) Collective Agreement, the Excluded Employees' Handbook, the Senior Managers' Handbook, and WSCC service standards.

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, specific to the Nunavut office.

The HR Advisor is required to 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 is expected to 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 the regional office.

RESPONSIBILITIES

1. Ensures the recruitment of qualified, capable WSCC staff by facilitating the recruitment process.

- Assists with the development and implementation of divisional/unit recruitment plans.
- Provides advice and guidance to 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, including screening, interviews, reference checks, job offers, and ensures the committee is updated at all times.
- 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.
- Makes arrangements for incoming removals.
- Coordinates the effective delivery of the Summer Student Employment Program, Internship Program, and Indigenous Career Gateway Program.
- Monitors success of advertisements in various media including online job sites, national newspapers, and professional journals and makes recommendations on most successful recruitment methods.
- Provides advice on recruitment and retention strategies including effective advertising strategies and recruitment programs.
- Develops and monitors of the WSCC employment strategy.
- Maintains tracking of recruitment statistics.

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.
- Participates in Labour Relations meetings.
- Drafts and reviews labour relations letters.
- 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 associated Human Resources functions, programs, and services.

- Provides information and advice on attendance management and the use of the Penny Leave Management system.
- Works with management to ensure the organizational design supports effective program delivery.
- Assists managers to analyze position workflow to avoid duplications.
- Assists in job descriptions development and review and participates in the WSCC job evaluation meetings as required.
- Provides training and assistance to staff on writing job descriptions.
- Ensures position files, both paper and electronic, are always current.
- Provides advice and support with the preparation of employee development plans.
- Provides advice on options for managing and encouraging positive performance.
- Gathers, organizes, compiles, and prepares HR reports and statistics for new hires, competition turn over and other related metric for the regular monthly and quarterly reporting.
- Acts as back up to other HR staff, as needed.

4. Performs other human resources related activities and initiatives to promote the WSCC's mission, vision, values and safety culture.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

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

- Knowledge and understanding of human resource services within a unionized, public service context.
- Knowledge of, and/or the ability to acquire and apply knowledge of *Acts*, Regulations, and procedures applicable to human resource management.
- 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.
- Ability to communicate, both orally and in writing, with senior managers, technical staff, and other employees.
- Interpersonal skills coupled with client service orientation.
- Organizational and time management skills.
- Strategic-thinking skills and judgment.
- Analytical and research skills.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A relevant Bachelor's degree, and two (2) years of generalist Human Resources experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- 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

Indigenous language: Select language

Required

Preferred