



## **ACCOUNTABILITY – Freedom to Act and Impact & Magnitude**

### **The Director will perform:**

#### **Policy Obligations**

- Develop and implement strategies, policies and procedures to address the organization's human resource requirements including a human resource strategy and human resource manual;
- Identify the need for policies and procedures; prepare policy options; draft briefing notes; draft policies in consultation with Executive and Legal Services and design appropriate procedures to implement policies once approved;
- Ensure that human resources policies and procedures are understood and followed throughout NTI;
- Advise and assist other departmental managers and employees on the interpretation and administration of personnel policies, compensation and benefit programs;
- Review and analyze external policy documents, legislation, briefing notes, and reports on human resource issues ;
- Monitor developing external trends, policies, programs and issues with actual or potential impact on human resources and training in Nunavut;
- Initiate and/or review draft legislation affecting human resources and training in Nunavut in consultation with legal counsel;
- Circulate and promote NTI HR policy manual internally and externally (affiliated other Inuit organizations);
- Advise and assist NTI staff on interpretation and administration of personnel policies and programs;
- Research employee benefits and compensation packages and practices and recommend changes or modifications to existing policies;
- Maintain a watch on occupational health and safety trends and issues that require administration or changes in administration for the well-being and safety of employees; and
- Attend meetings in relation to employment policy.

#### **Planning**

- Plan, prepare and manage an annual operating budget of \$1.4 million for the Department of Human Resources;
- Plan, organize, direct, control, administer and evaluate operations of staffing, compensation, training and career development, employee assistance programs and NTI Inuit employment plans;
- Plan human resource requirements in conjunction with other departmental directors in NTI;
- Develop annual NTI staffing and training plans (ie Inuktut Training) to meet NTI human resource needs to include recruitment and staffing plans, training needs assessment and training plans, and performance reviews;
- Assist staff in preparing their annual staffing and training plans; and
- Implement NTI staffing/training plans and ensure NTI staffing objectives are achieved.

#### **Human Resources**

- Research and prepare occupational classifications, job descriptions, oversee ratings of positions, prepare salary scales and competency appraisal measures and systems (performance reviews);
- Assist NTI supervisors in writing or revising job descriptions and competency profiles;
- Participate in recruitment and selection of senior management;
- Participate in the Employee Housing Allocation Committee;
- Hire and oversee training of human resources department staff;
- Manage and oversee NTI internal and external staffing actions;
- Revise or approve changes to departmental structures within NTI, including departmental organization charts, job descriptions, or creation of new positions;
- Maintain organizational Inuit employment statistics;
- Maintain relevant employee information on a database (structural/departmental/position/employee information);
- Coordinate internal and external training activities to supplement human resource activities and capacity building within NTI;
- Authorize requests for training and development of NTI staff;
- Prepare training plans for NTI staff training and development and funding requests from outside sources;
- Ensure positions are back filled during extensive periods of training and development;
- Conduct training needs assessment and performance appraisal of human resources department staff;
- Evaluate training programs and events;
- Provide back up and reports for agreements entered with outside sources (i.e. staff development, student summer employment)
- Coordinate employee performance and appraisal programs;
- Negotiate agreements on behalf of employer or employees, mediate disputes and grievances and provide advice on employee relations;
- Research and administer health and safety practices and recommend changes or modifications to existing programs or policies;
- Orientate, supervise, discipline and terminate human resources department staff;
- Manage HR programs, activities and maintain human resources information and other related record systems (leave and attendance)
- Oversee maintenance of human resources departmental records and files including current job descriptions, competency (training) profiles, orientation materials and processes, personnel files , attendance and leave records, training logs and records; and
- Maintain subscriptions to key publications, journals and newsletters.

### **Communications**

- Establish and maintain close communication and working relationships with other NTI departments;
- Establish and maintain liaison with federal and territorial departments working in the areas of Human Resources Development or Training;
- Establish and maintain close communication and working relationships with Regional Inuit Associations, Makigiaqta Inuit Training Corporation, Nunavut Arctic

College, Pirurvik Centre for Inuktut training and other training and human resource development organizations in Nunavut;

- Report on departmental activities to the CEO, Executive committee and Board of directors; and
- Ensure compliance with legislation such as the Human Rights Act, Labor Standards Act, Pay Equity Act and other HR regulations and compliance issues.

### **Financial**

- Be accountable for the development of the department's annual budget and related budget documents. The annual budget will be based on the work plan;
- Administer a budget in excess of \$1.4 million to accomplish Departmental obligations;
- Monitor and control revenues and expenditures against the approved budget on an ongoing basis and provide explanations for budget variances;
- Prepare revisions to the Departmental budget for review and approval by the CEO and Chief Financial Officer; and
- Authorize approved expenditures of up to \$30,000.

### **Representation**

- Represent NTI in meetings and conferences or on committees and working groups relating to human resources.

### **Article 23**

- Ensure that NTI leads by example in the development and implementation of employment and training initiatives as set out in the article;
- Conduct analysis to determine employment categories of under-representation by Inuit;
- Prepare a training plan with a phased approach for employment of qualified Inuit in all levels and occupational groupings;
- Ensure measures are taken to increase the recruitment and retention of Inuit in all levels and occupational groupings where under-representation has been identified;;
- Prepare and carry out special training programs;
- Analyze, evaluate and monitor the NTI training plans;
- Participate or take the lead on employment and training committees to determine the needs of NTI staff;
- Compile and provide statistical reports and briefing notes on Inuit employment within NTI; and
- Work closely with working groups in relation to Article 23 implementation.

## **A. NTI COMPETENCIES– magnitude and depth of expected behaviors**

### **Action Management:**

- Administers functions in a fair and ethical manner that brings maximum employment and benefit to the organization
- Provides clear direction to colleagues on objectives and timetables for work
- Explains to employees/colleagues how work expectations are aligned with employment goals
- Adopts effective work methods in order to develop excellence
- Is accountable for their decisions and performance

### **Adaptability and Flexibility:**

- Respects differences in others' working style and priorities.
- Depicts a positive outlook when asked to do things differently.
- Accepts new people and their ideas.
- Coaches employees in how to juggle multiple tasks and priorities.
- Shifts unit's attention and priorities in response to the needs of the business.
- Is flexible: adapts to changes in priorities, assigned responsibilities and management styles.

### **Cooperation and Collaboration:**

- Interacts and collaborates with all parties with an open mind in solution-seeking ways.
- Thinks and acts collaboratively to resolve conflict in consensus-building ways.
- Correctly interprets clues of wavering engagement in own team and acts to re-energize them.
- Fosters understanding and open communication between team members.
- Respects cross-cultural perspectives and differences.
- Develops a shared understanding amongst others to arrive at decisions through consensus.

### **Effective Interactive Communication:**

- Is curious about others: actively asks questions to gain a broader understanding of their perspective.
- Seeks to ensure that messages are clearly understood by all parties.
- Encourages everyone to express their views and opinions.
- Is genuinely receptive to others' ideas and responds in ways that communicate respect of others.
- Uses tact and diplomacy in all communications.

### **Impact and Influence:**

- Persuades others by carefully developing sound business cases.
- Fosters a climate of trust and respect during negotiations.
- Treats partners fairly, ethically and as valued allies during negotiations.
- Maintains composure and practices emotional restraint under difficult circumstances.
- Maintains a positive outlook and constructive attitude when faced with opposition.

Judgement/Analytical thinking:

- Looks at problems from different angles and considers alternative solutions before moving forward with a plan to resolve it.
- Draws on options and solutions from across NTI, not just from one's own area, to solve work problems.
- Anticipates the risks inherent in a suggested plan of action and devises appropriate mitigating strategies.
- Is an agile interpreter of guidelines: navigates ways around a wide range of guidelines.
- Boils down information well: easily synthesizes and explains to others complex

Partnering and Relationship Building:

- Builds positive relationships based on respect and caring for others.
- Makes a conscious effort to maintain rapport with partners and communities.
- Builds effective work relationships through positive communication and outreach.
- Actively cultivates strong relationships with employees, clients, and partners.
- Looks for ways to add genuine value to partners and contacts.

Team Leadership:

- Makes sure employees have the necessary tools, resources and information to do their work.
- Empowers employees: assigns decision-making authority to those most responsible for the outcome.
- Encourages employees to act autonomously and take calculated risks.
- Plans and organizes the team's work to improve delivery and performance.
- Works one-on-one with employees to better understand their strengths and contributions in their current role.

Inuit Qaujimajangit/Qaujimajatuqangit:

- Creates a welcoming and positive environment for others.
- Fosters good spirit by being open, welcoming and inclusive of new individuals.
- Places the needs of the group or community above his or her own interest.
- Promotes global connections between people through sharing in just and equitable ways.
- Views local and global issues as being overlapping, interdependent and dynamic, and uses this information when making decisions.
- Uses information and knowledge to improve society and the well-being of people around him or her.
- Is resourceful and seeks solutions through creativity, adaptability, and flexibility.
- Is flexible in responding to a rapidly changing world to improve the context in which Inuit live.
- Participates actively and enthusiastically in activities that help build the strength of the Inuit of Nunavut

**KNOWLEDGE, SKILLS AND ABILITIES - Managerial Know-How/Integration; practical/technical work and Human Relations/Communication Skills**

A bachelor's degree in a related field to personnel management or completion of a business administration or completion of a professional development program in personnel management (Public/Human Resources Administration Program);

- A minimum of three (3) years of senior management experience;
  - Extensive (several years) experience in Human Resource Management;
  - Good team player, self-motivated and self-directed;
  - Good organizational skills;
  - Ability to direct quality management in HR programs;
  - Ability to analyze and interpret policy, legislation and regulation;
  - Highly effective oral and written communication skills;
  - Ability to make effective presentations with a variety of means to audiences;
  - Awareness and understand the Canadian Human Rights Act, Federal or Territorial Labour Standards and Employment Equity Acts;
  - An extensive knowledge in policy development and research;
  - A good knowledge of financial management processes to carry out responsibilities of administering a department;
  - Effective interpersonal, communication, team-building and organizational skills are essential,
  - Ability to work co-operatively with a variety of individuals and groups , both government and claimant,
  - Sensitive to local, political and cultural aspirations;
  - Spoken and written Inukitut/Innuinaqtun language is desirable and willingness to learn is required; and
- Flexibility and adaptability are definite assets.

Equivalencies will be considered.

**PROBLEM SOLVING, DECISION MAKING, KEY ISSUES AND THINKING CHALLENGES/ENVIRONMENT**

Incumbent requires knowledge of the NTI mission, vision and values; corporate and organizational culture; Human Resources Policy, Employment and Human Rights legislation; best practices and policies relating to Inuit Employment and Training. Critical thinking skills and adaptability to workplace/employee relations are important. Clientele range from employees, potential employees and candidates for employment. As workplaces are in multi-sites with geographic and demographic variations, this can cause challenges in multiple deliverables

**WORKING CONDITIONS**

**Physical Effort:** *The combination of intensity, duration, and frequency of physical activity such as standing, sitting, bending, lifting, and/or working in awkward or constrained physical positions.*

- Occasional lifting of papers and boxes;
- Frequent duty travel;
- Travel to communities in inclement weather;
- Frequent short notice deadlines;
- Politically sensitive issues may add to stress.

**Physical Environment:** *The combination of intensity, duration and frequency of exposure to factors in the environment such as exposure to disagreeable conditions such as dust, noise, extreme heat or cold, and/or exposure to health or accidental hazards.*

Work in office environments. Frequently required to travel in northern and southern Canada.

**Sensory Attention:** *The combination of intensity, duration, and frequency of concentration required such as sustained attention required for tasks such as analyzing complex documents, effecting repairs where precision is important, and/or intense listening.*

- Reading detailed documents, studying and researching;
- Focused listening;
- Long-term computer use may cause eyestrain, back and wrist pain.

**Mental Stress:** *The combination of intensity, duration, and frequency of exposure to physical and environmental factors such as tight deadlines, competing pressures, unpleasant public or client contacts, and/or disruption of personal life due to work, or travel.*

- Long-term computer use;
- Preparing reports against deadlines will cause stress;
- Deadlines will cause overtime and may keep incumbent away from family;
- Disruptions in life style caused by work schedules or travel requirements;
- Reporting and responding to urgent requirements may cause stress.

### CERTIFICATION

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Title

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I certify that I have read and understand the responsibilities assigned to this position, and I certify that this is an accurate description of the responsibilities assigned to this position.

Attach an updated Organizational Chart for the Department