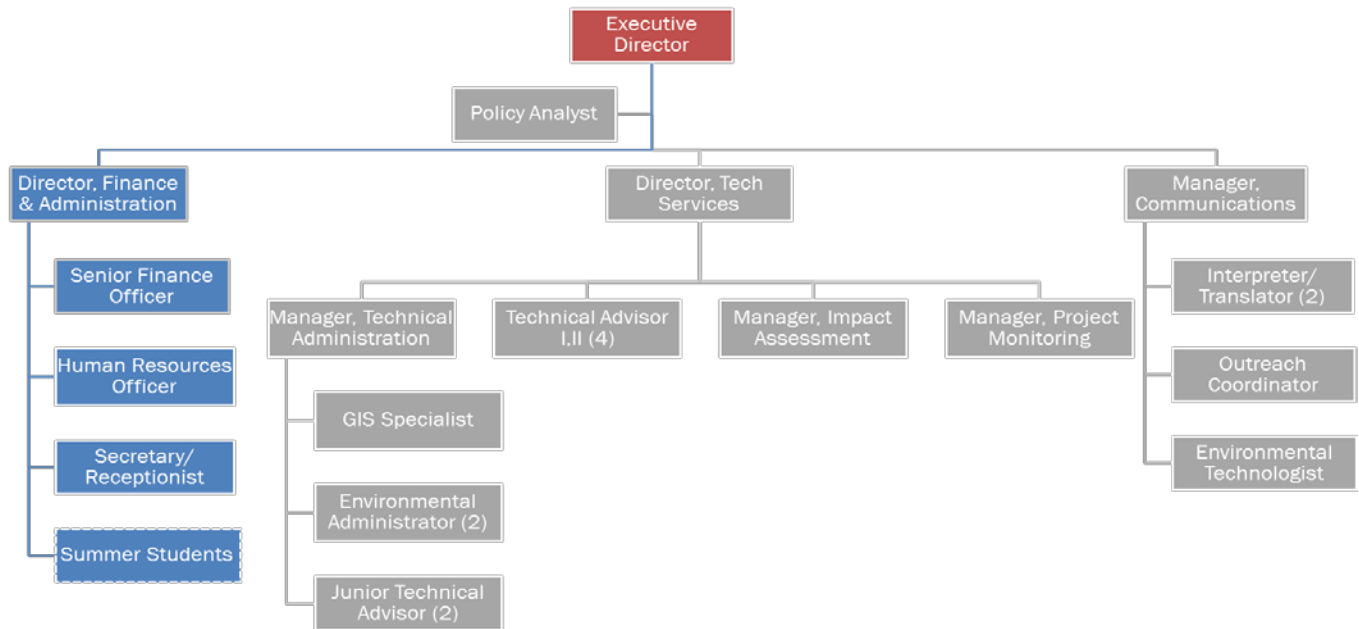


## I. General Information

<b>Position / Title:</b>	Human Resources Officer	<b>Date in Effect:</b>	October 31, 2015
<b>Department:</b>	Finance and Administration	<b>Reports To:</b>	Director, Finance and Administration



## II. Purpose of Position

The Human Resource Officer provides support for the Nunavut Impact Review Board's (NIRB) human resources planning, employee performance monitoring, and administration of staff leave and travel requests. This position serves as a key contact for Board and staff member human resources matters, providing accessible advice and assistance with recruitment, administration of policies, training and continued professional development.

## III. Essential Duties and Responsibilities

1. Working closely with senior management, coordinate employee recruitment efforts:
  - Respond to management's recruitment needs by preparing the necessary documentation;
  - Identify appropriate recruitment opportunities and events;
  - Assist with the development of standardised questions for applicants;
  - Develop and maintain an orientation program to acquaint staff with the mandate of the NIRB, and the employee's role in the organization;
  - Deliver training on departmental practices and procedures;
2. Coordinate the delivery of training and professional development opportunities for staff:
  - Assist in the development of the organizational training plan;
  - Organize board member and staff training sessions, workshops and activities;
  - Seek external funding opportunities for training and write funding proposals;
  - Maintain up-to-date job descriptions for all positions;
  - Provide career planning advice to assist staff in designing individual career plans.

3. Provide support and advisory services:
  - Assist with periodic staff performance evaluations as necessary.
  - Audit employee leave and attendance records;
  - Provide basic counseling and support to staff who encounter performance-related obstacles;
  - Mediate inter-office conflicts and assist with implementation of grievance procedures;
  - Advise on matters where corrective action and/or dispute resolution may be required;

#### IV. Other Duties and Responsibilities

1. Coordinate and track board member and staff travel reservations.
2. Promote workplace safety and associated training updates for staff.
3. Assist with office administration and other duties:
  - Assist with proper storage and retention of files and documents;
  - Assist with other administrative work as required;
  - Any other duties assigned.

#### V. Qualifications

<b>Knowledge of:</b>	<ul style="list-style-type: none"> <li>▪ Employment law and policies relating to personnel management;</li> <li>▪ Accounting systems</li> <li>▪ Personnel records management</li> <li>▪ Familiarity with current public sector practice in:               <ul style="list-style-type: none"> <li>○ Job evaluation</li> <li>○ Recruitment and selection</li> <li>○ Staff development</li> <li>○ Human resource planning</li> <li>○ Benefits administration</li> <li>○ Labor relations</li> </ul> </li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>▪ Strong interpersonal skills including the ability to use tact and diplomacy in an assertive manner</li> <li>▪ Good verbal and written communications skills</li> <li>▪ Good leadership and management skills;</li> <li>▪ Diplomacy, mediation and conflict resolution skills</li> <li>▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint)</li> <li>▪ Conflict resolution, mediation</li> <li>▪ Written and/or conversational fluency in Inuktitut/Inuinnaqtun considered a strong asset</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Maintain discretion and the highest level of confidentiality</li> <li>▪ Act as a mediator when staff conflicts or difficult situations arise</li> <li>▪ Task prioritization and effective time management</li> <li>▪ Build good working relationships with and between personnel;</li> </ul>
<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Undergraduate Degree in Human Resources or a related discipline,</li> <li>▪ Certified Human Resources Professional (CHRP) designation strongly preferred</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Several years' in a human resources position preferred</li> </ul>

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|  | <ul style="list-style-type: none"><li>▪ Personal and professional experience in the Arctic or in a cross-cultural setting</li><li>▪ Candidate must be willing to submit and pass a criminal records check</li></ul> |
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**VI. Physical Demands**

- Able to lift 25 pounds
- Able to work in all weather conditions
- May be periodically subjected to physical fatigue caused by long or extended hours
- Possible overtime required
- The incumbent is subject to extended periods working while seated at a computer

**VII. Work Environment**

- Work inside is in a clean, well-lit office or facility
- Human resources roles are largely office-based, although at times the job may require travel to meetings held off-site or to Board Meetings.
- The role can be quite stressful, particularly when there are staffing problems or disciplinary issues to deal with, and human resources managers need to be able to remain calm and in control at all times.

**VIII. Mental Demands**

- Prioritizing tasks and meeting deadlines
- Long term computer use
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources