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hr@city.iqaluit.nu.ca
www.iqaluit.nu.ca

Employment Opportunity
Human Resource Specialist

Under the direction of the Director of Human Resources, the Human Resources Specialist (HRS) performs a range of HR generalist duties supporting our City staff and day-to-day HR operations. The functional areas of responsibility consist of recruitment and onboarding; policies and procedures; labour/employee relations; regulatory compliance; general HR administration; and the implementation of various HR programs and services. The Human Resources Specialist is expected to provide resolutions and consulting and the above areas in order to maximize the effectiveness and performance of the City's staff while supporting the delivery of City services to the people of Iqaluit.

Qualifications, Skills & Experience

- A university or college diploma (preferably in Human Resources Management) or professional certification/in progress to achieve CHRP/CPHR designation required.
- Minimum 2 years of work experience in HR required.
- Professional experience in a government setting preferred.
- Work experience in a unionized environment or education in labour relations preferred.
- Demonstrated work knowledge of multiple human resource areas preferred with experience in leading the recruitment function.
- Demonstrated ability to provide beneficial recommendations to solve HR related issues related to regulations, laws and policies.
- Demonstrated knowledge of change management.
- Able to work efficiently as a part of a team as well as independently.
- Excellent time and project management skills.
- Attention to detail in all areas of work.
- Strong problem identification and problem resolution skills.
- Ability to interpret and implement organizational policies and procedures
- Motivated individual with proven initiative.
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint and e-mail required.
- Excellent typing skills, including proper spelling and grammar.
- Ability to use general office equipment.
- Ability to adapt to and learn fast new software.
- Data analysis skills required.
- Basic research skills required.
- Able to build and maintain lasting relationships with corporate departments, key external stakeholders.
- Superior telephone manners and strong interpersonal skills.
- Presentation skills required.
- Professional appearance and manners.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Ability to read/write/speak Inuktitut is an asset.

Equivalencies that include a combination of education, knowledge, skills and abilities to formal education will be considered.

Please provide copies of your current credentials and any certifications you possess with your application.

The annual salary for this position is $72,319.63 plus an annual settlement allowance of $22,378.25 and an excellent benefits package.

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Closing Date: June 5, 2017

Please send your resume to:
Reference # 2017-36
Human Resources
P.O. Box 460
Iqaluit, NU X0A 0H0
Fax: (867)979-5210
hr@city.iqaluit.nu.ca

Only those invited for an interview will be contacted.
As per Article 23 of the Nunavut Land Claims Agreement, priority will be given to Nunavut Land Claim Beneficiaries who meet the criteria.

Posted: May 23, 2016