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ᐱᑦᑲᑕᐱᑦᑲᑦ (867) 979-5600

ᑲᑲᑦᑲᑦᑲᑦ (867) 979-5922

City of Iqaluit

Box 460

Iqaluit, Nunavut

X0A 0H0

Phone (867) 979-5600

Fax (867) 979-5922

Ville d'Iqaluit

C.P. 460

Iqaluit, Nunavut

X0A 0H0

Tél. (867) 979-5600

Télécop. (867) 979-5922

admin@city.iqaluit.nu.ca

www.city.iqaluit.nu.ca

**The City of Iqaluit is looking for an experienced Human Relations Senior Advisor with exceptional skills to join our team!**

**Title:** Human Relations Senior Advisor

**Department:** Human Resources

**Reference #:** 06-1089

**Status:** Full-time permanent

**Salary Range:** \$87,410.55 – \$102,836.39 per annum, 35 hour/week

**Settlement**

**Allowance:** \$22,378.25, per annum

**Union Status:** Excluded

**Closing Date:** OPEN UNTIL FILLED

This employment opportunity is open to all applicants.

Under the direction of the Director of Human Resources, the Labour Relations - Senior Advisor is a non-unionized position that performs a range of Human Resource duties with a focus on maintaining positive working relationships and resolving labour issues within the City of Iqaluit, in accordance with legal obligations, city policies, bylaws, Collective Agreements and industry best practices. The Labour Relations Senior Advisor will contribute to developing and maintaining a positive work environment and a productive workforce by providing leadership, expert advice and training to departments.

Duties and responsibilities of the Labour Relations Senior Advisor include, but are not limited to:

- ✓ Conducting investigations and acting as a mediator to resolve disputes
- ✓ Responding to grievances, ensuring regulatory compliance and preparing for arbitration or other hearings as required
- ✓ Providing training and guidance to staff and management to ensure a positive work environment is maintained; and preserving working relations with the union and other agencies.
- ✓ Making recommendations on disciplinary actions and implement the actions as approved
- ✓ Developing policies and procedures in conjunction with the Human Resource Team to provide clear expectations and rules for management and staff
- Assisting the Human Resource Team with recruitment

**Required Qualifications and Abilities**

- ✓ Master Degree of Industrial Relations and Human Resources is preferred.
- ✓ A university degree in Business with a major in Human Resources or Labour Relations with a professional designation, CHRP, CHRL and/or CHRE
- ✓ Minimum 3 years of directly related work experience; work experience in government and unionized environment is preferred

- The City of Iqaluit embraces the intent and spirit of the Nunavut Land Claims Agreement. Priority will be given to Nunavut Inuit; Candidates must clearly identify their eligibility in order to receive consideration under this agreement
  - Only those selected to interview will be contacted

- ✓ Experience conducting investigations and document findings to withstand legal scrutiny
- ✓ Demonstrated ability to provide beneficial recommendations to solve HR related issues related to laws, policies and regulations
- ✓ In depth knowledge of collective agreements and terms and conditions of employment
- ✓ A broad knowledge of the theories, principles and practices in the HR field
- ✓ Ability to interpret and implement organizational policies and procedures
- ✓ Knowledge of Behavioural sciences, group dynamics and motivational theories
- ✓ Discretion and confidentiality is essential with the ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- ✓ Ability to build and maintain lasting relationships with corporate departments and key external stakeholders
- ✓ Superior communication skills with individuals at all levels of the organization
- ✓ Strong problem identification and problem resolution skills; basic research and data analysis skills
- ✓ Demonstrated knowledge of change management
- ✓ Effective presentation skills
- ✓ Motivated individual with proven initiative to work efficiently independently as well as part of a team
- ✓ Excellent time and project management skills with great attention to detail
- ✓ Computer literacy, including effective working skills of MS Word, Excel, Office and PowerPoint
- ✓ Proficient typing skills, including proper spelling and grammar
- ✓ Competence using general office equipment

### **Technical Skills**

- ✓ Computer literacy, including effective working skills of MS Word, Excel, PowerPoint and e-mail required.
- ✓ Ability to adapt to and learn fast new software.
- ✓ Professional work experience in a government or municipal setting and/or work experience in a unionized environment
- ✓ Excellent understanding of labour relations and human rights issues
- ✓ Must possess strong administrative and organizational skills
- ✓ Able to work efficiently as a part of a team as well as independently.
- ✓ Excellent time management skills.
- ✓ Proactive, highly organized and extremely detail oriented
- ✓ Strong problem identification and problem resolution skills.
- ✓ Ability to interpret and implement organizational policies and procedures
- ✓ Motivated individual with proven initiative.
- ✓ Excellent typing skills, including proper spelling and grammar.
- ✓ Ability to use general office equipment.
- ✓ Data analysis skills required.
- ✓ Demonstrated knowledge of change management

- ✓ In-depth and authorities knowledge of collective agreements and terms and conditions of employment

### **Communication Skills**

- ✓ Able to communicate effectively, both orally and written with individuals at all levels of the organization and the public
- ✓ 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.

### **Assets**

- ✓ Assets include the ability to speak Inuktitut
- ✓ An understanding of the local culture and experience living and working in a Northern community is an asset
- ✓ A valid driver's license

Equivalencies that include a combination of education and experience may be considered.

**All relevant certifications are required at time of application. The successful candidate would be required to submit a Criminal Record Check, as well as an acceptable Driver's Abstract.**

Please email your resume and credentials quoting Reference #06-1089 to:  
[hr@city.igaluit.nu.ca](mailto:hr@city.igaluit.nu.ca)

### **CONTACT:**

Human Resources, City of Iqaluit  
PO Box 460  
Iqaluit, Nunavut X0A 0H0

[www.city.igaluit.nu.ca](http://www.city.igaluit.nu.ca)  
Phone: 867.975.8506  
E-mail: [hr@city.igaluit.nu.ca](mailto:hr@city.igaluit.nu.ca)