







POSITION DESCRIPTION

Qulliq Energy Corporation

TITLE	Manager, Human Resources	POSITION NUMBER	602H01
REPORTS TO	Director of Human Resources	POSITION GRADE LEVEL	L
HOME COMMUNITY	Iqaluit	POSITION TYPE	Indeterminate

PURPOSE	The Manager, Human Resources plays an essential role in the delivery of human resource functions for the Corporation. The position's accountabilities include but are not limited to strategic planning, recruitment and staffing, job design and analysis, policy and procedure development, training and development, and organizational planning.
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Manages the Staffing and Recruitment division of the Corporation, ensuring that all processes are carried out in compliance with the <i>Public Service Act</i>, <i>Public Service Regulations</i>, <i>Article 23 of the Nunavut Agreement</i>, the Government of Nunavut Priority Hiring Policy, the <i>Collective Agreement</i>, policies and all other relevant employment standards and legislation. Develops and revises job descriptions, integrating senior management and employee feedback as appropriate, creating requests for decision's (RFDs) for position creation or organizational changes. Completion of Job Action Requests (JARs). Conducts job evaluations utilizing Job Evaluation Systems, acquiring the relevant approvals. Researches, assesses, develops, and delivers progressive and innovative training and development programs to mitigate the skill and competency gaps of employees. Works with employees and supervisors to devise career development plans, knowledge transfer plans, and succession plans. Develops and facilitates a customized On-Boarding program that encompasses the corporate history, key policies, office protocols, etc. Prepares and reports on staffing and capacity statistics for senior management, the Board of Directors, the Government of Nunavut and Cabinet as required.
EDUCATION AND TRAINING	<ul style="list-style-type: none"> Bachelor's degree with a concentration in Human Resources. Professional designation as a Chartered Professional in Human Resources (CPHR).
PRIOR EXPERIENCE	<ul style="list-style-type: none"> Seven (7) years experience in a Human Resources management or lead role, with experience in a unionized environment in the Public Sector, providing strategic direction and advising on a variety of Human Resources matters, with a minimum of two (2) years of in the supervision and development of direct reports.
INTERPERSONAL SKILLS	Interaction is with a variety of people inside and/or outside the organization. The position interacts extensively with senior management, departmental managers and supervisors in the recruitment and staffing process, job evaluation process, and organizational planning discussions, as well as candidates, the union, other Public Service departments such as the department of Finance, EIA, and the Office of the Auditor General. Communications can be difficult or stressful in nature and involves complex, detailed, and often sensitive topics. Many matters and interactions are confidential and sensitive in nature.
CONCENTRATION	Work involves a routinely high degree of alertness and concentration to complete job tasks. There are significant sensory demands or job requirements for vigilance and attentiveness. Employees do not always control their own work pace, and there are tight time pressures to finish specific job tasks. The effect of interruptions on job results is significant.
PHYSICAL DEMANDS	Work requires light or a low amount of physical exertion. Body movement usually involves sitting and intermittent walking.
SCOPE	There is a limited degree of job structure. Situations are diverse and there is a high amount of task variety. Employees receive nominal direction regarding their work and must use a high degree of discretion and judgment to make decisions and translate broader organizational goals into specific objectives, actions, and operational solutions.
MATERIAL RESOURCES	Work requires moderate responsibility for material resources. The position is responsible for the expenditure areas of Staffing/Recruitment and Relocation. These expenditures include advertising/vendor contracts, site visits, relocation costs/invoices, long-term storage payments, employee relocation expense approvals, as well as expenditures in regards to hiring temporary and casual staff involving recruitment and relocation are the responsibility of the position.
INFORMATION RESPONSIBILITY	Work typically requires a high degree of responsibility for information, which is often highly sensitive, protected, and confidential in nature. A wide variety of skills including diagnosis, interpretation, and analysis of information are necessary. The information is often highly significant and the options for dealing with the information are seldom prescribed.
SUPERVISORY	The job requires direct accountability for two (2) positions, the Staffing and Recruitment Officer and the Human Resources Coordinator. Duties include directly assigning work to, assessing the performance of and imposing discipline on other employees in collaboration with the Director of Human Resources.
WORKING CONDITIONS	No, or very incidental, adverse environmental working conditions.

AUTHORIZATION			
			
Senior Manager (Department)	President and CEO	Supervisor	Employee
Date	Date	Date	Date
Dec 2, 2019	Dec 02, 2019	Dec 2, 2019	

The content of this position description is intended to describe the general work being performed by the incumbent in this position. It is by no means intended to be an exhaustive list of all responsibilities and activities required of this position, nor could it be. The incumbent will be required to additional work duties assigned by Management. For express clarity, the work activities of any position at QEC will not be limited to the Position Description.