



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Human Resources Advisor

<b>Job ID</b>	<b>22-968-07-129-9492</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=22-968-07-129-9492">https://careers.indigenous.link/viewjob?jobname=22-968-07-129-9492</a>	
<b>Company</b>	CSIS	
<b>Location</b>	Ottawa, Ontario	
<b>Date Posted</b>	From: 2022-08-11	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Public Administration

### Description

Closing Date 2022-09-13  
Reference Number 22-968-07-129  
Job Category Experienced  
Who Can Apply Canadian Citizens

Location Burnaby, British Columbia  
Ottawa, Ontario  
Halifax, Nova Scotia (anticipatory)  
Montreal, Quebec (anticipatory)  
Toronto, Ontario (anticipatory)  
Salary Range \$73,970 - \$89,970  
Status Indeterminate (permanent)  
Language Requirement Various

### Job Summary

Open the door to our world! It's no secret that CSIS is at the forefront of protecting Canada's national security. As Canada's primary intelligence organization, we investigate and reduce threats to Canada's national security, and take pride in our mission to keep Canada's interests and Canadians safe. We recruit individuals with diverse backgrounds and perspectives, abilities and experiences to reflect the communities we protect. From coast to coast, we hire the best that Canada has to offer, and we are exceptionally proud of our people and our work. When you open the door to our world, you are embarking on a career you won't find anywhere else. You will experience developmental opportunities to help you thrive, be engaged with active employee networks where you can connect on issues that matter to you, and receive a competitive salary, generous leave and benefits. As an HR professional at CSIS, you will contribute directly to our critical mission in a unique environment. We currently have opportunities in Human Resources to shape new approaches and implement transformation. Don't miss this chance to acquire 'once in a career' experience in the areas of: classification and organizational design, recruitment, staffing, performance management, talent development, labour relations, occupational health and safety, Diversity, Equity and Inclusion and HR Information Management Systems.

Major responsibilities include:

- Acting as a resource person by providing advice on human resources related matters and policy interpretation to managers and employees, as well as making recommendations on problem resolution. This can also include developing and delivering information sessions on human resources related matters to managers and employees;
- Responding to the client's needs by providing expertise/advice on various human resources matters;
- Assessing human resources processes and activities to enhance their effectiveness and ensure they are conducted according to policies;
- Acting as a point of contact to candidates, clients and stakeholders and coordinate human resources processes;
- Conducting special projects and making recommendations on improvements to the program;
- Researching and gathering information, analyzing data, writing reports and memoranda;

- Conducting interviews, developing and evaluating assessment tools and providing constructive feedback for internal and external candidates.

#### Education

- Undergraduate degree\*; or
- University certificate or College diploma (2 year program) \*\*; or
- Human resources certification recognized by the Canadian Council of Human Resources Association. \*\*\*

An acceptable combination of education, experience and/or training will be considered. The educational program must be from an accredited learning institution recognized in Canada. If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense through a recognized credential assessment service. Note: Any higher level of education could be recognized as experience.

#### Experience

Experience working as part of a human resources team while providing advice/guidance in any human resources discipline. \* Three (3) years of relevant experience required. \*\* Four (4) years of relevant experience required. \*\*\* Five (5) years of relevant experience required. Asset: Education specialized in human resources, labour or industrial relations, psychology, public or business administration, organizational development, education sciences, social sciences or other field related to the position;

#### Competencies

- Advisory
- Analytical skills
- Behavioural flexibility
- Communication
- Organizational skills/multitasking
- Teamwork

#### Conditions of Employment

Not applicable

#### Notes

While we continue to explore opportunities for flexible work arrangements, the majority of work in our organization must be done in the office and cannot be performed at home. A written exam, a competency-based interview and references checks may be administered to retained applicants. To know more about our process, please visit: [Job Requirements - Canada.ca](http://JobRequirements-Canada.ca). Candidates should note that non-imperative staffing may be considered in situations where it can contribute to closing representation gaps in employment equity groups.

#### Reference Links

#### Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

#### Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit [CSIS for Human Resources Advisor](#)