



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

Date Printed: 2024/05/07

Human Resources Officer

Job ID 21-968-06-174-6268
Web Address
<https://careers.indigenous.link/viewjob?jobname=21-968-06-174-6268>
Company CSIS
Location Ottawa, Ontario
Date Posted From: 2021-10-07 To: 2050-01-01
Job Type: Full-time Category: Public Administration

Description

Closing Date 2021-11-10
Reference Number 21-968-06-174

Job Category Experienced

Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Salary Range \$65,460 - \$79,640

Status Indeterminate (permanent)

Language Requirement Various

Open the door to our world!

CSIS is at the forefront of Canada's national security system and we proudly represent the best Canada has to offer. We recruit talented individuals who are committed to Canada's values, energized by meaningful work, and looking for opportunities to explore their maximum potential. Working at CSIS is more than just a job.

Our role is to investigate activities suspected of constituting threats to the security of Canada and to take measures to reduce these threats in accordance with well-defined legal requirements and Ministerial Direction.

As an HR professional at CSIS, you will contribute directly to our critical mission and advance the HR profession in a unique environment.

There are currently opportunities in HR to shape new approaches and implement transformation. You will have the opportunity to acquire 'once in a career' experience in the areas of: classification and organizational design, recruitment, staffing, talent performance management, talent

development, labour relations, occupational health and safety, Diversity, Equity and Inclusion and HR Information Management Systems.

Job Summary

Major responsibilities include:

- Advising managers and employees on the application of human resources policies, directives, guidelines, standards, processes and procedures related to human resources to ensure understanding and compliance with human resources policies and programs or service delivery requirements;
- Providing recommendations on possible courses of action and products to human resources Advisor and/or management by conducting research, preliminary interviews, an analysis of requirements and/or issues to be addressed and/or identifying precedents;
- Analyzing and processing routine client requests and developing justifications to support actions taken;
- Coordinating and initiating action to assist in resolving information gaps by referring, discussing and providing alternatives, promoting human resources principles/best practices and/or providing data;
- Coordinating human resources activities by applying recognized methodologies and ensuring compliance with human resources principles;
- Maintaining and updating human resources documentation, databases and files within assigned areas;
- Providing inputs and recommendations for changes to human resources procedures and practices.

Education

- Undergraduate degree in a field related to the position, such as human resources, labour/industrial relations, organizational development, psychology, public or business administration, education sciences, or social sciences*; or
- University certificate or three (3) year College diploma in human resources**; or
- Human resources certification recognized by the Canadian Council of Human Resources Association. ***

Note: A higher level of education could be recognized as experience. The educational program must be from an accredited learning institution recognized in Canada. If you have 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.

Experience

**Relevant experience is defined as experience with the interpretation of policies and/or procedures in support of HR programs. * Two (2) years of relevant experience required. They must have been acquired within the last five (5) years. ** Three (3) years of relevant experience required. They must

have been acquired within the last five (5) years. *** Four (4) years of relevant experience required. They must have been acquired within the last five (5) years. Candidates must also possess:

- Experience in conducting research and analysis and in providing options and/or recommendations on a variety of HR related matters such as HR planning, classification, staffing/recruitment or labour relations.

Competencies

- Client Service
- Organizational Skills/Multitasking
- Analytical skills
- Communication
- Rigour
- Adaptability/Flexibility

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 competency-based interview, a written exam and references checks may be administered to retained applicants. To know more about our process, please visit: [Job Requirements - 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 Officer](#)