



# 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.

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# Job Board Posting



Careers.Indigenous.Link

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## Human Resources Analyst

<b>Job ID</b>	<b>21-968-07-101-2566</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=21-968-07-101-2566">https://careers.indigenous.link/viewjob?jobname=21-968-07-101-2566</a>	
<b>Company</b>	CSIS	
<b>Location</b>	Ottawa, Ontario	
<b>Date Posted</b>	From: 2021-12-10	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Public Administration

### Description

Closing Date 2022-01-12  
Reference Number 21-968-07-101  
Job Category Experienced  
Who Can Apply Canadian Citizens

Location Ottawa, Ontario  
Salary Range \$73,970 - \$89,970  
Status Indeterminate (permanent)  
Language Requirement Bilingual Imperative (CBC/CBC)

### Job Summary

Under the direction of the Human Resources Business Partner, Recruiting and Staffing, the incumbent is responsible to:

- Lead special projects for Management by researching, analysing and developing organisational target demographic analysis and reports based on historical trends and provide modeling on future HR trends.
- Lead the provision of timely, reliable and relevant information with supporting data analyses and review of alternatives to ensure informed planning, decision-making and process improvement.
- Review and identify performance indicators and provide regular reports on performance metrics and performance measurements.
- Build and maintain relationships with HR partners; sharing knowledge and expertise to facilitate and support the achievement of purpose.
- Participate in the evaluation, design and implementation of the tool set for measuring and monitoring performance and the achievement of initiatives.
- Analyze HR data, identify trends and write recommendations for management.
- Liaise with other branches and other Government Departments/Agencies to obtain information related to recruitment and staffing.
- Interpret complex global HR issues by monitoring external demographic trends by reading relevant HR studies and insert into context for the organization.
- Develop the means to perform HR needs analysis, and to link the subsequently identified strategic goals to a sustained monitoring mechanism.

### 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 College diploma in human resources\*\*.

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

Level 7:

- Undergraduate degree\* and (2) years of related experience.
- University certificate or College diploma\*\* and (4) years of related experience.

Level 6 (underfill):

- Undergraduate degree\* and (1) year of related experience.
- University certificate or College diploma\*\* and (3) years of related experience.

**RELATED EXPERIENCE** Experience in data analysis in order to provide recommendations, process improvement, or business solutions related to Human Resources programs. Data analysis is defined as collect, model, and analyze data to extract information (qualitative and quantitative) that supports decision making, or recommendations, or identifies trends. Candidates must also possess:

- Experience migrating, compiling, manipulating and merging data and datasets;
- Experience with Excel report creation and generation (for example advanced formulas, macros, pivot tables);
- Experience with Microsoft SharePoint (for example site and account management, troubleshooting and support, security and permissions, general monitoring, and maintenance).

Note: Underfill Level 06 Successful underfill applicants will be appointed to the position as Level 06, underfilling the position until they reach the full

working level. A training plan, including the required objectives to be reached, will be established in order to allow the employee the possibility of qualifying in the full level of the position. ASSETS

- Experience with SharePoint InfoPath.

#### Competencies

- Analytical skills
- Problem solving
- Client service
- Communication
- Rigor

#### Conditions of Employment

Upon appointment, an employee shall remain in the Branch or Region for a period of one (1) year before any lateral movement outside of the Branch or Region. This does not prohibit employees from applying for promotional opportunities or the Foreign Officer process and accepting an offer if successful.

#### 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.

#### 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 Analyst