



# 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

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# Job Board Posting



Careers.Indigenous.Link

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## Unit Supervisor, Human Resources

<b>Job ID</b>	<b>21-968-08-167-9655</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=21-968-08-167-9655">https://careers.indigenous.link/viewjob?jobname=21-968-08-167-9655</a>	
<b>Company</b>	CSIS	
<b>Location</b>	Ottawa, Ontario	
<b>Date Posted</b>	From: 2021-10-07	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Public Administration

### Description

Closing Date 2021-11-10  
Reference Number 21-968-08-167  
Job Category Experienced  
Who Can Apply Canadian Citizens

Location Ottawa, Ontario  
Salary Range \$84,050 - \$102,250  
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:
- Managing the activities of the section by developing plans, objectives and procedures, directing subordinates, assigning work, recommending training, providing guidance and evaluating work performance;
  - Conducting complex analysis of human resources data and providing forecasting trends and advice pertaining to recruitment of operational and non-operational personnel;
  - Coordinating various human resources strategic planning activities by providing strategic, annual, central planning and forecasting services;
  - Advising managers and staff on approaches to problems and issues by conducting studies, writing reports and making recommendations to the Chief;
  - Developing human resources planning criteria and frameworks by conducting research and analysis of the client's needs;

- Acting as a resource person by providing advice and policy interpretation to managers/employees on human resources policies, procedures and practices;
- Preparing correspondence, reports, briefing notes and assessments;
- Performing policy-related research and interpretation to respond to client requests and complaints.

## Education

- Undergraduate degree\*; or
- University certificate or three (3) year College diploma. \*\*

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 from an accredited learning institution recognized in Canada.

## Experience

Experience in researching, analyzing, and providing advice and recommendations to managers to resolve complex<sup>1</sup> human resources issues in accordance with policies and procedures in any of the following disciplines: recruiting, staffing, labour relations, classification, compensation and benefits, official languages, performance management, diversity, informal conflict management, learning & development, talent management, human resources planning, DEI (Diversity, Equity and Inclusion), official languages, values and ethics or HR information systems. \* Five (5) years of experience required. They must have been acquired within the last ten (10) years. \*\* Eight (8) years of experience required. They must have been acquired within the last ten (10) years. Candidates must also possess:

- Significant<sup>2</sup> experience in developing and managing files for human resources related purposes with various clients, including conducting various types of interviews related to the client's needs;

For some of the positions, candidates must also possess:

- Experience in human resources management or supervisory role<sup>3</sup>.

Asset: & middot; Experience in writing briefing notes, reports, or presentations on human resources policy or program matters; & middot; A professional designation (e.g.: CPHR/CHRP/CHRL) in human resources recognized by the Canadian Council of Human Resources Association. 1 Complex is defined as relating to matters that have at least four (4) of the following characteristics: multidimensional, highly sensitive, confidential, affecting many partners or stakeholders, precedent setting, having a major impact on the organization or the public service. Candidates need to clearly demonstrate the complexity of the issues they dealt with. 2 Significant is defined in terms of the depth, breadth, and scope of experience normally acquired by having performed a broad range of relevant activities related to the task, generally over a few years. 3 For this criterion, we are looking for experience related to the skills required to perform the functions of the position, and not necessarily formal "supervisory" experience. Depending on the number of employees to be supervised, this may involve various degrees of experience in planning, coordination, control and leadership of human resources. These skills may have been acquired through both work-related and other experiences, including voluntary, as a supervisor or not.

## Competencies

- Advisory
- Analytical skills
- Coaching (Developing Others)
- Collaboration
- Communication
- Problem solving
- Strategic thinking

## 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 Unit Supervisor, Human Resources](#)