



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:

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Job Board Posting



Careers.Indigenous.Link

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Chief, Human Resources L9

Job ID	21-968-09-162-2973	
Web Address	https://careers.indigenous.link/viewjob?jobname=21-968-09-162-2973	
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 21-968-09-162
Job Category Experienced
Who Can Apply Canadian Citizens

Location Burnaby, British Columbia
Ottawa, Ontario
Salary Range \$95,350 - \$116,060
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: For position 1 of 2 - Burnaby position:

- Managing the human resources programs by developing/monitoring/reviewing plans/objectives, directing subordinates and evaluating work performance;
- Providing strategic advice and policy interpretation to managers/employees on a variety of human resources knowledge areas, as needed and in alignment with departmental policies, procedures and best practices;
- Administering the staffing programs of the region by recommending the hiring of external candidates, managing the internal competitive process, and applying transfers of employees;
- Administering the training program of the region by identifying training requirements, negotiating with external training providers and recommending candidates for training opportunities, and managing respective budgets;
- Coordinating the organization and classification requirements of the Region by preparing/submitting organization changes and classification documentation;

- Implementing and ensuring that the Region adheres to all national human resources and related programs;
 - Taking part in intergovernmental/interdepartmental human resources initiatives;
 - Developing and maintaining a network of contacts pertaining to recruitment, training and other Human Resources issues;
 - Managing budgets.
- Major responsibilities include: For position 2 of 2 - Ottawa positions:
- Managing the human resource programs by developing/monitoring/reviewing plans/objectives, directing subordinates and evaluating work performance;
 - Establishing performance indicators for program effectiveness and service delivery;
 - Acting as a resource person by providing advice and policy interpretation to managers/employees on human resources issues;
 - Taking part in intergovernmental/interdepartmental human resources initiatives;
 - Developing and maintaining a network of contacts pertaining to recruitment, training and other Human Resources issues;
 - Ensuring appropriate accountability mechanisms are in place.

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 providing strategic human resources advice, which is complex¹ in nature, involving competing priorities/stakeholders with a view of achieving long-term objectives. Individuals are expected to have been operating at this level daily (not only in isolated instances); AND Extensive experience with the interpretation of human resources policies and procedures and/or laws and regulations. * Seven (7) years of experience required. They must have been acquired within the last twelve (12) years. ** Ten (10) years of experience required. They must have been acquired within the last twelve (12) years. Candidates must also possess:

- Experience in human resources management or supervisory role²;
- Sound understanding of human resources best practices and approaches on various human resources knowledge areas, and providing advice in areas such as but not limited to:
- Recruiting and staffing;
- Labour & employee relations;
- Performance management;
- Corporate HR programs such as DEI (Diversity, Equity and Inclusion);
- HR information management systems;
- HR policy;
- Organizational design;
- Compensation.

Assets:

- A professional designation (e.g.: CPHR/CHRP/CHRL) in human resources recognized by the Canadian Council of Human Resources Association;
- Knowledge and experience in the following:
- Change Management (for one of the positions);
- Job Evaluation and Organizational Design support (for one of the positions);
- Pay and Benefits (for one of the positions).

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 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

- Create vision and strategy
- Mobilize people
- Collaborate with partners and stakeholders
- Uphold integrity and respect
- Achieve results
- Promote innovation and guide change
- Communication (oral/written)

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 Chief, Human Resources L9

