



# 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

Date Printed: 2024/05/07

## Chief, Human Resources L10

<b>Job ID</b>	<b>21-968-10-177-8392</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=21-968-10-177-8392">https://careers.indigenous.link/viewjob?jobname=21-968-10-177-8392</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 21-968-10-177  
Job Category Experienced  
Who Can Apply Canadian Citizens

Location Ottawa, Ontario  
Salary Range \$106,870 - \$128,690  
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 multiple program areas by developing annual plans, formulating objectives and overseeing their execution and progress, primarily through delegation of assignments and special projects to subordinates;
  - Directing employees by establishing priorities, recommending training needs and evaluating work performance;
  - Conducting a continuing review and evaluation of corporate or human resources programs by recommending organizational changes and resource requirements;
  - Coordinating the preparation of executive briefing material and identifying emerging human resources issues and trends that may impact the Service by obtaining and analyzing information from policy centres and open / external sources;
  - Providing senior management with strategic advice, analysis and recommendations on complex corporate or human resources issues;

- Developing relationships, collaborating, consulting and providing advice to managers/employees on corporate or human resources procedures and practices and recommending courses of action;
- Representing the organization at external forums/meetings on corporate or human resources issues and developing working relationships with external human resources representatives;
- Giving presentations to the Executive Committee and other groups as required;
- Managing budgets and resource allocation.

## 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 as a human resources practitioner providing strategic advice and guidance to senior management on complex<sup>1</sup> corporate or human resources related issues; OR

Experience as a manager applying human resources programs in daily people management in order to address complex<sup>1</sup> issues. \* Nine (9) years of experience required. They must have been acquired within the last twelve (12) years. \*\* Twelve (12) years of experience required. They must have been acquired within the last twelve (12) years.

Candidates must also possess:

- Demonstrated significant<sup>2</sup> experience with the interpretation of policies and procedures or laws and regulations related to human resources disciplines such as: classification, recruiting & staffing, labour relations, compensation, DEI (Diversity, Equity and Inclusion), official languages, values and ethics or HR information systems;
- Demonstrated experience in human resources or other service delivery;

- A minimum of two (2) years of experience managing a unit;

- Experience building and maintaining effective partnerships with a variety of internal and external stakeholders in order to facilitate the resolution of issues for which there is joint accountability.

Assets:

- Knowledge of case law related to human resources decisions (for one of the positions);
- Experience in classification and organizational transformation (for one of the positions);
- Monitor budget inputs, adjustments and expenses of a program;
- 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.

## 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 L10](#)