



# 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: 2024/05/04

## Head, Management Services

**Job ID** 22-968-08-120-8544

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=22-968-08-120-8544>

**Company** CSIS

**Location** Bilingual, NI\r\n CBC/CBC

**Date Posted** From: 2022-06-24 To: 2050-01-01

**Job** Type: Full-time Category: Public Administration

### Description

Closing Date 2022-07-22

Reference Number 22-968-08-120

Job Category Experienced

Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Gatineau, Quebec

Salary Range \$84,050 - \$102,250

Status Indeterminate (permanent)

Language Requirement Bilingual Non-Imperative

BBB/BBB, NI

CBC/CBC, NI Bilingual Imperative

CBC/CBC, I

### Job Summary

The Head, Management Services is responsible for managing activities related to the preparation and delivery of corporate planning and reporting products and overseeing the provision of administrative services.

- Manage and oversee the activities of the unit by planning, developing / monitoring / revising plans / objectives, directing, developing and evaluating the performance of subordinates.
- Support the region / the Branch in inputting to the Services' strategic and annual corporate planning activities, respond to corporate requirements on behalf of the region / the Branch and manage the overall activities related to the region's / the Branch involvement in corporate wide initiatives/projects and sector-specific projects/initiatives.
- Conduct research and analysis and provide analytics reports on a range of issues, problems and corporate requirements / concerns as identified by management: review and author assessments, reports, presentations and briefing materials for senior management on a range of complex topics.
- Provide support to meet requirements for plans and policies in accordance with Service

requirements; provide integrated advice and recommendations to the region's / the Branch management.

- Address and resolve concerns and present solutions to the region's / the Branch management and staff on administrative issues.
- Develop and/or maintain a network of contacts, liaise and collaborate with clients within the region or enabler Branches and other domestic and/or Government Departments/Agencies.
- Lead the financial administrative support for the budget management cycle, plan, forecast and prepare submissions for the financial requirements of the Branch; make recommendations to the ADM/DG.
- In accordance with legislation / policy and procedures, lead the development of financial, human resources, administrative and managerial documents and plans.
- Prepare and review branch operational plans as well as manage the planning cycle; recommend funding alternatives to senior management. (for NHQ positions)
- Oversee the provision of financial / HR / procurement transactional support to clients.
- Advise senior management and leadership on compliance to Service policies and legislation; prepare options and mitigations when requirements or compliance are at risk.

## Education

- Undergraduate degree and four (4) of years of experience\*
- College diploma and seven (7) years of experience\*
- High school diploma and nine (9) years of experience\*

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.

## Experience

- Two (2) years' experience in writing administrative or technical correspondence such as reports, briefing notes or presentations.
- One (1) year of experience in stakeholder or client engagement with other branches/regions of the Service and with Canadian Government partners.

\* Relevant experience is defined as:

- Experience where the main functions are planning, coordinating and organizing projects or activities related to corporate requirements (for example doing complex administrative duties or managing the activities of a branch or region) which involves research and analysis and making recommendations.

**ASSETS** An asset qualification is a qualification which can enhance the ability to perform the work based on current and future business requirements, but which is not strictly required. Assets can help determine right fit in certain circumstances.

- Experience in the coordination of various corporate activities such as Integrated Planning, Performance and Risk Measures, Business Continuity Planning, ATIP, NSIRA and NSICOP requests as well as highlights.
- Supervisory experience: Informal supervision\*\*

**\*\*For this criterion, we are looking for experience related to the skills required to perform the functions, 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 volunteer and other work experiences outside the Service, as a supervisor or not.**

## Competencies

- Organizational Awareness
- Communication
- Organizational/Multitasking Skills
- Problem solving
- Initiative

## Conditions of Employment

**Official Language Proficiency** The immediate need is to staff positions with various linguistic profiles, therefore, we encourage all interested candidates to apply.

## 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. If a position is identified as imperative, the being appointed to the position must meet the language requirements of the position, as demonstrated by valid second language evaluation (SLE) results, at the time of appointment. If a position is identified as non-imperative, the employee who is appointed to the position and who does not meet the linguistic profile of the position upon appointment, is considered to be "conditionally appointed" to a bilingual position. In this situation, the employee must meet the language requirements of the position within two years of the appointment date.

## 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 Head, Management Services

