



# 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.Link's 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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## Student and CO-OP: Human Resources

<b>Job ID</b>	<b>23-968-STU-HR-03-4620</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=23-968-STU-HR-03-4620">https://careers.indigenous.link/viewjob?jobname=23-968-STU-HR-03-4620</a>
<b>Company</b>	CSIS
<b>Location</b>	Ottawa, Ontario
<b>Date Posted</b>	From: 2022-06-08 To: 2050-01-01
<b>Job</b>	Type: Full-time Category: Public Administration

### Description

Closing Date 2022-09-30  
Reference Number 23-968-STU-HR-03  
Job Category Co-op  
Who Can Apply Canadian Citizens

Location Ottawa, Ontario Burnaby, British Columbia Calgary, Alberta Edmonton, Alberta Winnipeg, Manitoba Toronto, Ontario Gatineau, Quebec Montreal, Quebec Halifax, Nova Scotia  
Salary Range Hourly Salary  
Status Term - 4 to 16 months  
Language Requirement Various

### Job Summary

The Canadian Security Intelligence Service (CSIS) is looking for students who thrive on tackling diverse challenges in a unique environment. If you are up for the challenge and want to join one of our highest performing teams, there is no doubt that your contributions to CSIS will provide a meaningful impact to our mission of helping keep Canadians safe against national security threats. The Service is building a workforce which is representative of the Canadian society and foster diversity and inclusion. Also, it is dedicated to establish positive policies and practices related to hiring, training, promoting and retaining designated group members ensuring that employment-related needs of all persons are reasonably accommodated. CSIS offers opportunities for students to gain valuable experience in business and administration, with the possibility to return for multiple placements in different areas. Students will be given the opportunity to cultivate their skills and knowledge by being paired with experienced employees who will provide feedback during the work term. They will have the opportunity to broaden their knowledge and experience before choosing a career specialization. HUMAN RESOURCES

HR offers a wide variety of specialisations. You can apply to one or multiple areas of interest within the branch for student job opportunities. In order to assess your application, please highlight, in your cover letter, areas of interest in order of preference. The system will allow you to select only one location of work. If you are interested to be considered for various locations of work as mentioned above, please highlight, in your cover letter, the additional locations you would like to apply to. Students will assist with tasks including but not limited to the following: Recruiting and Staffing (All locations)

- Coordinate HR activities by applying recognized methodologies and ensuring compliance with HR principles;
- Conduct research (e.g. review of applications), preliminary interviews, an analysis of requirements and/or issues to be addressed;
- Monitor recruitment process, contact applicants and coordinate various steps of the recruitment process;
- Maintain and update HR documentation, databases and files;
- Prepare assessment material, letters of offer, staffing reports;
- Provide input and recommendations for changes to HR procedures and practices.
- conduct reference checks

### Classification (Ottawa only)

- Support the Classification team in the conduct of work reviews, relativity studies, position management and organizational design.
- Organize, prioritize and process administrative requests such as data entry and monthly reporting.
- Investigate requirements or issues associated to positions and/or structures by researching historical information and classification decisions.
- Respond to client inquiries in line with classification principles and best practices.
- Maintain and update classification documentation, organizational charts, databases and files.

### Diversity and Inclusion (Ottawa only)

- Assist organization-wide human resource programs, projects or initiatives.
- Assist developing tools and/or approaches for broader roll-out and adoption throughout an organization.
- Assist in implementing strategies and programs designed to advance equity, diversity and inclusion (e.g., accessibility, reconciliation, anti-racism, etc.).
- Assist in creating progressive strategies, practices and approaches to promote and foster equity, diversity and inclusion.
- Promote the laws and frameworks governing equity, diversity and inclusion in the federal public service, including the Official Languages Act, the Canadian Multiculturalism Act, the Employment Equity Act, the Accessible Canada Act and the Canadian Charter of Rights and Freedoms.
- Collaborate with working relationships and foster engagement at all levels.

#### Employee Awards and Recognition (Ottawa only)

- Assist in processing various awards in the program such as the instant recognition and certificates.
- Assist in the development of departmental policies, programs or processes.
- Promote the Awards and Recognition program to foster a positive work environment that supports employee engagement.

#### Employee Relocation Programs (Ottawa only)

- Conduct research on industry trends and policies related to employee mobility, relocation and related entitlements and allowances
- Support the review and improvement of relocation program communications
- Undertake special projects to improve employee awareness and understanding of relocation program entitlements
- Assist in the preparation of training materials for meetings and information sessions
- Assist in the development of program policies, tools and processes
- Assist in analyzing data and trends to inform changes to program policies and communications

#### Health and Workplace Management (Ottawa only)

- Coordinate and participate in the intake, tracking and reporting of information from employees in support of Health and Safety programs.
- Maintain, control, log and track vaccination status of all employees, contractors and students by creating and maintaining various databases and medical files. Report any issues or requirements to Occupational Health and Safety nurses or Management.
- Assist in creating, updating and communicating reference materials for use by managers and employees.
- Draft and distribute teaching and/or training materials.
- Assist in developing and implementing strategies to improve the efficiency and effectiveness of administrative practices.
- Ensure the protection, storage and appropriate use of confidential information.
- Assist in creating, updating and communicating reference materials for use by managers and employees.
- Draft and distribute teaching and/or training materials.
- Assist in developing and implementing strategies to improve the efficiency and effectiveness of administrative practices.

#### HR Systems (Ottawa only)

- Support the corporate use of business intelligence tools such as IBM Cognos Enterprise to produce data reports.
- Assist in the development of training materials and learning tools for clients and system users.
- Extract relevant data and provide to clients in support of evidence-based decision-making.
- Undertake special projects to support the modernization of HR systems such as contributing to the development of a data dictionary.

#### Labour Relations (Ottawa only)

- Coordinate Labour Relations (LR) activities by applying recognized methodologies and ensuring compliance with LR principles;
- Conduct research (e.g. jurisprudence, internal precedents) as assigned by LR staff;
- Maintain and update LR documentation, databases and files;
- Prepare accompanying materials for briefing notes, discipline committee documentation, grievance responses;
- Provide input and assistance in preparing training materials on LR topics.

#### Official Languages (Ottawa only)

- Receive and evaluate in order of priority in order to provide answers and advice to clients related to Official Language process
- Assist in the development of departmental policies, programs or processes.
- Assist in various projects and collaboration with partners or stakeholders
- Provide input or recommendations on the Official Languages Act to all employees.
- Develop and prepare training materials and learning tools for managers and employees.
- Promote the Official Languages program and foster engagement throughout the organization.

#### Pay & Benefits (Ottawa only)

- Develop knowledge of pay and benefits administration within the Government of Canada
- Organize, prioritize and process administrative pay requirements including requests for pay documentation (e.g. bi-weekly pay stubs, acting forms, confirmation of employment, etc.)
- Support the training section in the preparation / coordination of training material and tools
- Assist in processing overtime claims
- Participate on special projects, research and development of communications

#### Strategic HR Policy (Ottawa only)

- Research policy options in other employment contexts
- Compile data to support HR strategy and planning
- Assist in the development of training and communications materials

#### Talent Acquisition (Ottawa only)

- Coordinate student engagement activities
- Maintain and update recruiting event documentation, databases, contact list and files within the assigned area
- Create surveys to track data
- Assist in organising recruitment fairs, info sessions, presentations or any special projects on recruiting strategies with external stakeholders
- Liaise with potential candidates to promote the organisation

## Talent Management (Ottawa only)

- Assist in the coordination of national programs such as Mentoring and Managers' Network
- Liaise with employees in the coaching programs, both internal and external
- Help draft marketing documentation to promote leadership events and training
- Work with internal stakeholders such as the communications branch and learning and development
- Assist in the planning of events such as executive workshops and leadership matters initiatives

## Workforce Analytics (Ottawa only)

- Assist in analyzing and synthesizing data sets and apply HR metrics to identify trends and contribute to the development of recommendations based on findings.
  - Undertake research and gather quantitative and qualitative information to assist in producing reports and briefings.
  - Conduct special projects such as retirement projections and establishing hiring projections by position groups.
  - Assess data regarding Human Resources programs to provide insight and comment on findings.
- Based on applicants' experience and interest, other similar opportunities in an HR related field may be available.

## Education

Undergraduate degree or College Diploma programs including but not limited to:

- Human Resources
- Labour or Industrial Relations
- Business or Public Administration
- Commerce
- Psychology
- Organizational Development
- Education Sciences
- Social Sciences

## Experience

Candidates with the following experience are preferable:

- Experience in human resources or administration (for example in administrative support functions where planning, organizing and coordinating actions/activities are required).

## Competencies

- Adaptability/Flexibility
- Analytical skills
- Client Service
- Communication
- Organizational Skills/Multi-tasking
- Rigour

## Conditions of Employment

Applicants must be registered as a full-time, post-secondary student in an accredited academic institution recognized in Canada. Priority consideration will be given to those enrolled in an accredited co-op/internship program.

## Notes

How to submit application: Applicants MUST include the following information in their cover letter in order to be given further consideration:

- Location of interest:
- Indicate your desired location of work if applicable.
- Travel costs benefits may apply. Further information will be disclosed during the interview process.
- Job Category: Applying for a co-op placement, internship (specific to current program enrollment) or student job.
- Availability: What is the length of your term (4, 8, 12 or 16 months)
- Studies: What is your current year of study and your expected graduation date

## Tips for your Cover Letter and Resume:

- Indicate your HR area(s) of interest in order of preference
- Tell us your story: why do you want to work for CSIS
- Work objectives.
- Technical abilities (where applicable).
- Volunteer or work Experience (where applicable).
- Projects (where applicable).

## Various language requirements.

We encourage all interested candidates to apply.

Second language evaluation tests might be administered. At CSIS, we are not looking to simply fill student placement positions every four months. Our program is designed to identify and develop potential full-time employees. Failure to provide requested information may result in the rejection of your application. 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 Student and CO-OP: Human Resources](#)