



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.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

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Field Operations Supervisor, Census / Chargé Des Opérations Sur Le Terrain, Recensement

Job ID	8D-EA-16-5F-62-AA	
Web Address	https://careers.indigenous.link/viewjob?jobname=8D-EA-16-5F-62-AA	
Company	Statistics Canada / Statistique Canada	
Location	Lethbridge, Alberta	
Date Posted	From: 2020-10-30	To: 2021-01-06
Job	Type: Various	Category: Public Administration
Job Salary	\$61,558 To \$66,324 / 61 558 \$ À 66 324 \$	
Languages	Various Language Requirements /Exigences Linguistiques VariÃ©es	

Description

Le franÃ§ais suit.

Work environment

Statistics Canada conducts the Census of Population in order to develop a statistical portrait of Canada and Canadians on one specific day. The census is designed to provide information about people and housing units in Canada by their demographic, social and economic characteristics. The Census of Population is a reliable basis for the estimation of the population of the provinces, territories and municipal areas. The information collected is related to federal and provincial legislative measures and provides a basis for the distribution of federal transfer payments. The census also provides information about the characteristics of the population and its housing within small geographic areas and for small population groups to support planning, administration, policy development and evaluation activities of governments at all levels, as well as data users in the private sector.

Duties

As part of the Census Field Operations (CFO) management team, participates in the planning, organizing and control of Census field operations for an assigned area within a CFO district.

- â€¢ Supervises and coordinates a team of Crew Leaders; and follows up on and resolves collection, staff and pay issues.
 - â€¢ Reviews authorized budgets and participates in the monitoring, analysis and evaluation of field operations by reviewing activity reports.
 - â€¢ Authorizes Enumerators' weekly payment, expenses and allowances.
 - â€¢ Supervises performance and productivity measures in close collaboration with the Census Crew Leaders and managers in the CFO.
 - â€¢ Trains and supervises Census Crew Leaders and provides advice and guidance on the recruitment and training of Census Enumerators.
 - â€¢ Promotes respondent participation in the Census and participates in the implementation of regional communication strategies to promote the Census program to the public and staff.
 - â€¢ Communicates orally and in writing with staff, respondents and individuals from Census Field Offices and Regional Census Centres.
 - â€¢ Assesses resolves and responds to complaints coming from the public.
 - â€¢ Reviews and monitors work methods and procedures to assess and improve the security and quality control of Census data collection.
 - â€¢ Monitors and controls costs and quality to meet targets.
 - â€¢ Participates in the debriefing and evaluation processes.
 - â€¢ Works closely with other managers including FOS, Collection Support Unit (CSU) Manager, Assistant Manager Pay and Administrative Officer to resolve collection, processing, and pay issues.
 - â€¢ Works closely with Recruiter and Field Operations Manager to meet recruitment targets.
- In order to be considered, your application must clearly explain how you meet the following (essential qualifications)
- A secondary school diploma or an acceptable combination of education, training and/or experience.
- â€¢ Experience in training and supervising staff.
 - â€¢ Experience in managing projects.
 - â€¢ Experience in performing basic computer functions (operating a mouse, keyboarding, opening /closing and locating software programs and files).

Milieu de travail

Statistique Canada mÃ©ne le Recensement de la population pour dresser un portrait statistique du Canada et de sa population en un jour donnÃ©. Le recensement est conÃ§u pour fournir de l'information sur les personnes et les unitÃ©s de logement au Canada en fonction de leurs caractÃ©ristiques dÃ©mographiques, sociales et Ã©conomiques. Le recensement est un moyen fiable d'estimer la population des provinces, des territoires et des municipalitÃ©s. Les donnÃ©es recueillies sont liÃ©es Ã des mesures lÃ©gislatives fÃ©dÃ©rales et provinciales et servent Ã la rÃ©partition des paiements de transfert fÃ©dÃ©raux. Le recensement fournit Ã©galement des renseignements sur les caractÃ©ristiques de la population et des logements dans de petites rÃ©gions gÃ©ographiques, ainsi que pour de petits groupes de population, afin d'appuyer les activitÃ©s de planification, d'administration, d'Ã©laboration des politiques et d'Ã©valuation de toutes les Ã©chelles des administrations publiques. Les donnÃ©es sont Ã©galement utilisÃ©es par le secteur.

TÃ¢ches

- Ã¢tre membre de l'Ã©quipe de gestion des bureaux des opÃ©rations sur le terrain de recensement (BOTR), participer Ã la planification, Ã l'organisation et au contrÃ´le des opÃ©rations sur le terrain du recensement pour un secteur assignÃ© dans un district de BOTR.
- â€¢ Superviser et coordonner un groupe de chefs d'Ã©quipe, faire le suivi des problÃ©mes de collecte, de personnel et de rÃ©munÃ©ration et les rÃ©gler.
- â€¢ VÃ©rifier les budgets autorisÃ©s et participer Ã la surveillance, Ã l'analyse et Ã l'Ã©valuation des opÃ©rations sur le terrain en rÃ©visant des rapports d'activitÃ©.

â€¢ Autoriser la r mun cation, les d penses et les indemnit s hebdomadaires des agents recenseurs.

â€¢ Superviser les mesures de performance et de productivit  en  troite collaboration avec les chefs d  quipe du recensement et les gestionnaires du BOTR.

â€¢ Former et superviser les chefs d  quipe du recensement et donner des conseils et une orientation pour le recrutement et la formation d agents recenseurs.

â€¢ Encourager la participation des r pondants au recensement et participer   la mise en  uvre de strat gies de communication r gionales pour promouvoir le Programme du recensement aupr s du public et du personnel.

â€¢ Communiquer de vive voix et par  crit avec le personnel, les r pondants et les personnes des BOTR et des centres r gionaux du recensement.

â€¢  valuer et  soudre les plaintes du public et y r pondre.

â€¢ Examiner et surveiller les m thodes et proc dures de travail pour  valuer et am liorer la s curit  et le contr le de la qualit  de la collecte des donn es du recensement.

â€¢ Surveiller et contr ler les co ts et la qualit  pour atteindre les cibles.

â€¢ Participer aux processus de compte rendu et d  valuation.

â€¢ Travailler en  troite collaboration avec les autres gestionnaires, y compris le charg  des op rations sur le terrain, le gestionnaire de la Sous-section du soutien   la collecte, le gestionnaire adjoint   la r mun cation et l agent d administration pour  soudre les probl mes de collecte, de traitement et de r mun cation.

â€¢ Collaborer  troitement avec le recruteur et le gestionnaire des op rations sur le terrain pour atteindre les objectifs de recrutement.

Afin que votre candidature soit retenue, votre demande doit clairement d crire comment vous r pondez aux  nonc s suivants (qualifications essentielles)

Dipl me d tudes secondaires ou agencement acceptable de facteurs  tudes, formation et/ou exp rience.

â€¢ Exp rience de la formation et de la supervision d employ s.

â€¢ Exp rience de la gestion de projets.

â€¢ Exp rience de la r alisation de t ches de base   l ordinateur (utiliser une souris, utiliser un clavier, trouver des programmes et des fichiers, les ouvrir et les fermer).

How to Apply

Le fran ais suit.

For more information and to apply please visit

<https://emploisfp-psjobs.cfp-psc.gc.ca/psrs-srfp/applicant/page1800poster=1491816&toggleLanguage=en>

Pour plus d information et pour postuler, visitez le

<https://emploisfp-psjobs.cfp-psc.gc.ca/psrs-srfp/applicant/page1800poster=1491816&toggleLanguage=fr>