



# 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

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## Human Resources (HR) Analyst - Indigenous Intern

**Job ID** E4-4A-AE-F8-A9-95

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=E4-4A-AE-F8-A9-95>

**Company** Ministry Of The Environment, Conservation And Parks

**Location** Toronto, Ontario

**Date Posted** From: 2022-05-10 To: 2022-06-09

**Job** Type: Fixed-term Category: Human Resources

**Job Salary** \$51,582 - \$66,481 Per Year

**Languages** English

### Description

Experience working in the Ontario Public Service - grow your future.

The OPS is dedicated to recruiting and advancing top talent while building a diverse public service that is reflective of Ontario's population and communities. This exciting opportunity offers recent Indigenous post-secondary graduates the opportunity to develop their careers and gain valuable work experience with one of Canada's top employers.

Bring your knowledge, experience and perspectives to the Strategic Human Resources Branch of the Ministry of the Environment, Conservation and Parks. Working with a team of engaged professionals and dedicated leaders, you'll take the next step in your career in a dynamic environment that provides opportunities for personal growth, a competitive salary, mentorship, learning and development opportunities, and work-life balance.

What can I expect to do in this role

The Indigenous Intern will be working in the Organizational Dynamics Unit, Strategic Human Resources Branch, Corporate Management Division, where they will be supporting ministry-wide employee experience, health and safety, and organizational support projects for the Ministry of the Environment, Conservation and Parks (MECP). This will include supporting the overall culture and operations of the ministry by:

- assisting in enhancing employee experience (EE) by communications/analysis of survey results, supporting identifying priority areas of improvement for ministry, division and branches, and developing programs to enhance staff and manager engagement
- assisting in leading the ministry health and safety (H&S) governance model and the ministry's coordination of COVID-19 responses, policies and protocols; and coordinating ministry health and safety priorities, policies and initiatives
- assisting in leading employee experience programs such as New to MECP Managers orientation program, new employee orientation events, MECP Career Talks, Mental Health training, remote working, virtual and digital tools support, etc.
- assisting in leading ministry formal and informal recognition programs, including MECP Recognition Awards, High Five program, Quarterly Century Club (QCC), and the Peace Officer

## Exemplary Service Medal (POESM)

- reviewing training and developing new trends for the ministry to identify future learning opportunities

Location: Toronto

How do I qualify

### Mandatory

- You must have graduated from a college or university, with a degree, diploma or post-graduate certificate, within the past 5 years.
- You must be an Indigenous person (i.e. First Nations, Metis, Inuit).

View Frequently Asked Questions (FAQ) for Indigenous Self-Identification <

<https://drive.google.com/file/d/1n1DoNKlvSnqJD3ggMN56IMveZNNgHqEa/viewusp=sharing> >

### Technical Knowledge:

- You have knowledge of human resources programs and human resources administration to support coordination of initiatives and to track inquiries regarding the Branch's activities, services and products, and provide project and logistical assistance to the Branch.
- You have knowledge of Human Resources (HR) information systems and databases to access the data, gather appropriate information for specific HR-related purposes and prepare various information summaries.

### Analytical Skills:

- You have the ability to conduct research and access information sources to support project initiatives undertaken by the Branch and assist in preparing a range of reports on research findings.
- You have strong attention to detail skills to ensure the accuracy of tracking and data entry.

### Communication and Interpersonal Skills:

- You have strong written communication skills to prepare reports and provide/obtain information on the unit's programs.
- You possess teamwork and collaborative skills to work with colleagues and interact with a variety of internal and external contacts.

### Project Management and Organization Skills:

- You have project management skills to assist with coordination of various initiatives, projects and issues.
- You have the ability to provide planning and scheduling support for the delivery of branch programs, including gathering and organizing information, distributing documents to team members and tracking deliverables.

### Computer Skills:

- You are proficient with common office productivity software, such as word processing, spreadsheet, presentation, email and database applications, to prepare correspondence, reports and presentations.

### OPS Commitment to diversity, inclusion, accessibility, and anti-racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the OPS Anti-Racism Policy <

<https://www.ontario.ca/page/ontario-public-service-anti-racism-policy> > and the OPS Diversity and Inclusion Blueprint < <https://www.ontario.ca/page/ops-inclusion-diversity-blueprint> > pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's Human Rights Code < <http://www.ohrc.on.ca/en/ontario-human-rights-code> >. Refer to the application instructions below if you require a disability-related accommodation.

Salary Range: \$51,582 - \$66,481 Per Year

Additional Information:

- 1 Temporary, duration up to 12 months, 40 St Clair Ave W, Toronto, Toronto Region

[www.ontario.ca/careers](http://www.ontario.ca/careers)

### **How to Apply**

Click Apply Now!

Please apply online, only, at [www.ontario.ca/careers](http://www.ontario.ca/careers), quoting Job ID 181859, by Monday, June 6, 2022. Please follow the instructions to submit your application. Faxes are not being accepted at this time.

If you require accommodation in order to participate in the recruitment process, please contact us at [www.gojobs.gov.on.ca/ContactUs.aspx](http://www.gojobs.gov.on.ca/ContactUs.aspx) to provide your contact information. Recruitment Services staff will contact you within 48 hours. Only those applicants selected for an interview will be contacted.

The Ontario Public Service is an inclusive employer. Accommodation will be provided in accordance with Ontario's Human Rights Code.