



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Finance	Workforce Diversity Officer	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
15-11581	Yellowknife	Strategic Human Resources

## **PURPOSE OF THE POSITION**

The Workforce Diversity Officer develops implements and evaluates Government of the Northwest Territories (GNWT)-wide diversity strategies, initiatives, and programs in collaboration with all GNWT departments, agencies and working groups providing senior level advice and coordination for workforce diversity matters.

## **SCOPE**

Reporting to the Manager, Diversity and Inclusion, the incumbent provides strategic direction to Senior Management, HR Client Service/Regional Service Centre Managers, and Supervisors on workforce diversity initiatives and strategies that support the recruitment, retention, and promotion of a diverse workforce. The Workforce Diversity Officer acts as liaison between NWT-wide and regional working groups, providing expertise on diversity- related matters.

The incumbent researches, develops, and manages the implementation and evaluation of programs and policies related to employment of diverse peoples in government.

The purpose is to promote the hiring of diverse groups in order to create a public service which reflects the diverse cultures of the NWT, and which promotes the development and advancement of diverse groups. To ensure success of this strategic goal, the incumbent develops partnerships with HR Client Service Managers, Regional Service Centre Managers, all GNWT departments and agencies, federal, provincial, and aboriginal government departments, industry partners, community organizations and GNWT working groups.

## **RESPONSIBILITIES**



- 1. Researches, plans, and develops the GNWT workforce diversity framework, including strategies, policies, programs and resources ensuring links are maintained with the human resource plans concerning diversity.**
  - Identifies and analyzes diversity gaps, challenges and opportunities of individual departments and agencies within the public service.
  - Develops policies, programs, and strategies to support an inclusive environment and the recruitment, promotion, and retention of a diverse workforce.
  - Research best practices in the area of recruitment, retention and promotion of a diverse workforce.
  - Manages, coordinates, or participates in the review of GNWT policies, practices, and procedures to identify factors impeding designated groups from obtaining employment and promotion within the government.
  - Identifies structures, processes, and funding necessary to support the GNWT working groups in their activities to address concerns relating to employment of people in designated groups.
  - Networks and consults with federal/provincial and territorial counterparts concerning related programs and strategies, best practice standards, activities, issues, trends, and projects on national and local levels.
  
- 2. Coordinates the implementation of GNWT-wide workforce diversity framework to provide common standards, policies and procedures which will facilitate the recruitment, retention, and promotion of a GNWT workforce representative of the population it serves while ensuring that all impediments to advancement and promotion are removed.**
  - Manages the implementation of strategies and initiatives in order to increase the representation of a diverse workforce, at all levels of government.
  - Acts as GNWT subject matter expert, and main contact person on diversity employment issues.
  - Provides senior level advice to Client Service Managers regarding recruitment practices that are barrier-free, and accessible to all priority groups outlined in hiring policies within the GNWT.
  - Acts as Special Advisor to NWT working groups and provides work plans in order to facilitate the mandate of promoting, supporting and increasing the representation of Indigenous people and persons within and underrepresented groups, in the GNWT workforce.
  - Advises on the development of job training options for Indigenous employees and employees within underrepresented groups.
  - Recommends special measures to increase representation of Indigenous peoples in management positions.



- Recommends numerical targets with timelines for increasing labour force participation, labour force skill level, and fair representation of designated groups in the GNWT workforce.
- 3. Monitors and evaluates the effectiveness of diversity strategy initiatives and develops strategies to address any issues.**
- Establishes an evaluation framework, monitors, and evaluates diversity programs to ensure they are accomplishing their mandate.
  - Performs regular analysis of GNWT statistics relating to representation of designated groups in comparison to labour market data.
  - Assesses the extent of compliance with legislation, GNWT policies and guidelines, and enforces measures to ensure achievement of intended goals.
  - Develops new programs, revises existing programs, or makes recommendations accordingly.
- 4. Develops effective communications strategies, educational and training materials in order to keep all GNWT employees and working groups informed and aware of issues concerning workforce diversity and to promote a more inclusive work environment.**
- Develops or manages the development of GNWT-wide sensitivity training and cross-cultural awareness workshops.
  - Develops communications and promotion materials using a variety of methods including desktop publishing, internet publishing, website design, print, and newsletters.
  - Promotes awareness of internships, on-the-job training programs, and other special training opportunities.
  - Develops and maintains a resource library which includes material related to recruitment, retention, and promotion of a diverse workforce.
  - Communicates workforce diversity programs to all GNWT employees and finds ways to encourage employees to participate in the programs.
  - Provides training to all GNWT departments to support Diversity regulations, policies and guidelines, departmental procedures, and practices.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands

### **Environmental Conditions**

No unusual demands

### **Sensory Demands**



No unusual demands

**Mental Demands**

No unusual demands

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge in workforce diversity challenges and opportunities.
- Proven client service orientation.
- Proven knowledge of adult education theory and experience with teaching adults.
- Proven knowledge of, and ability to apply, best practices in human resource management, particularly in the areas of recruitment, retention, and promotion of an inclusive work environment.
- Proven understanding of large organizations' environment, culture, and business strategies with the ability to understand, recognize and/or anticipate concerns or problems that will ultimately affect the organization's ability to attract, retain and motivate employees.
- Proven ability to communicate, both orally and in writing, with senior managers, technical staff, and other employees.
- Proven organizational and time management skills.
- Proven strategic-thinking skills and judgment.
- Proven knowledge of Acts, Regulations, and procedures applicable to human resource management in a unionized, public service context.
- Proven analytical and research skills.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

A relevant Bachelor Degree coupled with 2 years' experience in a relevant field.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security (check one)**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language (check one if applicable)**



- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

**Indigenous language:** Select language

- Required
- Preferred