



JOB DESCRIPTION

Human Resources Recruitment Consultant

Title: Human Resources Recruitment Consultant	
Location: Ottawa, ON	Office Location: This role is carried out remotely; however, the Human Resources Recruitment Consultant will reside in the Ottawa or surrounding area, and be available for occasional in-office days, local events, and travel, as required.
Reports To Sharla Jacquard, Vice President, Human Resources	
Filled By Vacant	

Summary

The Sivummut Solutions Human Resources Recruitment Consultant provides specialized HR support and expertise for client projects with a primary focus on recruitment and staffing. This position is accountable for providing targeted recruitment strategies and facilitating effective selection and staffing processes. The HR Recruitment Consultant ensures that Sivummut Solutions upholds its commitment to high-quality HR services and client satisfaction. Collaboration with senior management, staff, and other consultants is essential to ensure compliance with client HR policies, industry best practices, and relevant legislation and regulations. This position works closely with client senior management, staff, and fellow consultants to ensure compliance with HR policies, industry best practices, and applicable legislation, regulations, and labour standards

Core Competencies

- Accountability & Dependability
- Analytical & Problem-Solving Skills
- Attention to Detail
- Communication & Interpersonal Skills
- Creative & Innovative Thinking
- Cross-Cultural Competency & Community Engagement
- Decision Making
- Dynamic Team Leadership
- Ethics & Integrity
- Facilitation, Coaching & Training Delivery
- Flexibility & Adaptability
- Human Resources & Talent Management
- Independent Work & Stress Management



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- Negotiation & Conflict Resolution
- Planning & Organizing
- Providing Consultation
- Quality Orientation
- Strategic Thinking & Client Orientation
- Teamwork
- Time Management

Key Responsibilities

Talent Acquisition, Recruitment & Staffing

- Lead full-cycle recruitment & staffing activities, including proactive sourcing, candidate screening, developing various types of assessment tools and evaluation criteria, conducting interviews using behavioural interviewing, and facilitating selection committee activities to ensure compliance with policies and best practices.
- Develop and implement targeted recruitment approaches informed by labour market trends, client needs, and industry benchmarks.
- Guide client managers through the recruitment and selection process, providing training and support to enhance their recruitment skills.
- Manage job postings, oversee offer processes, and coordinate onboarding of new hires, ensuring alignment with client HR policies.
- Build and maintain talent pools through engagement with educational institutions, industry networks, and outreach initiatives.
- Monitor recruitment outcomes and analyze metrics to improve efficiency, presenting findings and recommendations to clients.

Client Consultation

- Conduct initial meetings and interviews with client stakeholders to determine specific recruitment needs and organizational goals.
- Analyze existing recruitment processes and staffing data within client organizations to identify areas of improvement and streamline hiring practices.
- Interpret and apply applicable legislation, regulations, and HR policies when advising clients on recruitment, staffing and HR matters.
- Collaborate with clients to develop tailored recruitment strategies that align with their unique challenges and business objectives.
- Facilitate regular check-ins and feedback sessions with clients to ensure ongoing alignment and responsiveness to recruitment needs as they evolve.
- Prepare and present detailed reports on recruitment trends, challenges, and recommended strategies to client leadership.

Project Coordination



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- Assist in the development and implementation of recruitment timelines and deliverables in coordination with client managers and project teams.
- Define roles and responsibilities within the recruitment process, ensuring clarity and accountability among team members.
- Utilize applicant tracking systems and project management tools to monitor recruitment activities, ensuring adherence to timelines and best practices.
- Organize and lead meetings with HR and client teams to discuss recruitment progress, address challenges, and share updates on project initiatives.
- Serve as the primary contact for client stakeholders, providing updates on recruitment status and adjusting timelines or processes, as necessary.

Strategic HR Advice & Consultation

- Partner with client leadership teams to assess HR challenges and organizational culture, providing strategic insights to enhance staffing procedures.
- Develop and implement customized HR strategies that meet clients' workforce needs while addressing identified recruitment challenges.
- Establish metrics and frameworks for evaluating the success of recruitment strategies, providing ongoing support and revisions as necessary.

Cultural Competency and Community Engagement

- Engage with Indigenous communities respectfully, honoring cultural protocols and governance.
- Ensure Inuit Qaujimajatuqangit (IQ) principles and values are reflected in HR practices.
- Support culturally respectful practices and uphold client/community protocols related to Indigenous data, knowledge, and engagement.

The majority of these responsibilities will support the work of our clients, and occasionally as demand requires, this role will support the Human Resources needs of Sivummut Solutions.

Knowledge & Skills

HR Expertise: Strong understanding of recruitment and staffing processes, including term, indeterminate, and casual hiring. Proficient in developing various assessment tools, HR best practices, and records management, collective agreements, and HR legislation and policies.

Data & Research Proficiency: Strong analytical and research skills with the ability to interpret and apply applicable HR legislation, policies, and collective agreements, and HR data to provide informed advice and actionable insights.

Communication & Relationship Management: Excellent verbal and written communication skills, with the ability to engage diplomatically and professionally at all levels. Strong ability to build and maintain relationships with staff, consultants, government agencies, and stakeholders.



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Project & Time Management: Exceptional organizational skills, with the ability to manage multiple priorities, meet deadlines, and work efficiently both independently and within a team.

Confidentiality & Sensitivity: Ability to handle high volumes of sensitive documents under strict deadlines, demonstrating discretion and respect for privacy.

Cultural Awareness: Deep sensitivity to regional, economic, social, political, and cultural conditions, particularly within Indigenous communities.

Attention to Detail: Commitment to accuracy and precision in all areas of work.

Technical Proficiency: Strong computer skills, including proficiency in MS 365 (Word, Excel, Outlook, PowerPoint) and familiarity with SharePoint. Comfortable using general office equipment.

Problem-Solving & Initiative: Strong critical thinking, problem identification, and solution-oriented mindset. Self-motivated with a proactive approach to challenges.

Essential Qualifications & Experience

- Undergraduate degree in Human Resources Management, Business Administration or related field.
- Minimum 8 years of directly related progressive work experience in Human Resources.
 - Of which, a minimum 2 years of experience in staffing, talent acquisition, and recruitment is required.
- Experience working in the public sector is required.
- An acceptable combination of education and experience may be considered.

Assets

- Certification in a recognized Human Resources program. For example; Chartered Professional in Human Resources (CPhR), Certified Human Resources Leader (CHRL), Certified Human Resources Professional (CHRP).
- Graduate degree in Human Resources or related field.
- Experience living or working in Nunavut, and knowledge of Inuit language, communities, culture, land, and Inuit Qaujimagatunqangit.
- Experience with HRIS (i.e., Oracle) and applicant tracking systems.
- Demonstrated ability to provide beneficial recommendations to solve HR or project related issues.
- Familiarity with the unique challenges and needs of Indigenous communities.
- Experience working remotely with remote teams and/or in hybrid working models.
- Extensive supervisory experience in a cross-cultural setting. Experience hiring across multiple teams, departments, or divisions.
- Demonstrated working knowledge across multiple human resources functional areas is preferred



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- Proficiency in business intelligence software, data analytics, and custom software solutions. Familiarity with organizational change management principles, especially in diverse or complex environments.
- Experience in the consulting industry.
- Experience preparing and delivering training and presentations.
- Bilingualism (English/French/Inuktitut) is considered an asset.

Requirements

- Criminal Records Check with results acceptable to Sivummut Solutions.

Working Conditions

- Regular interaction with project managers, clients, staff, government agencies, and private sector.
- Occasional duty travel within Canada, including travel to remote northern communities in Nunavut and the Northwest Territories may be required.
- Ability to attend and conduct community consultations and presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.
- Lifting or moving up to 40lbs may be required when traveling to the north with luggage and accompanying travel gear.

This document describes the position currently available and is only a summary of the typical responsibilities of the job. This JD is not an exhaustive list of duties, responsibilities, working conditions, or skills required for this position. Additional duties may be assigned. Sivummut Solutions reserves the right to modify job duties or the job description at any time.



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Signature

President, Sivummut Solutions _____

I certify that this JD is an accurate description of the responsibilities assigned to the position.

Supervisor Title

Supervisor Signature

Date

I, _____ hereby acknowledge that I have received a copy of this JD and understand its contents and the expectations of the position.

Employee Signature

Printed Name

Date