

Title: Assistant Deputy Minister, Operations
Department: Human Resources
Community: Iqaluit
Requisition Number: 892
Type of Employment: Indeterminate
Salary range: \$162,970 to \$232,442 per year, 37.5 hours/week
Northern Allowance: \$16,328 per year
Housing: Subsidized Staff Housing is Available
Union Status: Senior Management- Excluded
Closing date: September 11, 2026 @ 11:59 p.m. eastern time

This employment opportunity is open to all applicants.

Reporting directly to the Deputy Minister (DM) of Human Resources, the Assistant Deputy Minister (ADM), Operations, plays a strategic leadership role in Human Resources Operations branch consists of Employee Relations and Job Evaluation, Staffing (HQ), Regional Staffing, and Wellness. The ADM, Operations provides expert advice and strategic direction on human resources matters both internally (to senior management, the DM, and the Minister) and across all GN departments, boards and agencies.

The ADM Operations also represents the department and/or GN through a leadership role on several inter-departmental, jurisdictional and multi-party committees. This position has a critical role in determining how government departments and public agencies manage their employees. The position has a direct and government-wide impact and can significantly affect the operations of government departments, boards and agencies, as well as the public image of the GN.

Major responsibilities for the Assistant Deputy Minister, Operations include:

- Manages an effective, fair, and transparent staffing process that is compliant with the Priority Hiring Policy.
- Provides leadership and guidance reflecting Inuit societal values in the administration of Workplace Health, Safety and Wellness programming, and foster a Government of Nunavut workplace environment that encourages employees to access internal mechanisms to submit recommendations for workplace improvements.
- Leads the GN in collective bargaining and represents the GN during negotiations as mandated.
- Provides timely and consistent labour relations and job evaluation expertise.
- The position creates a strategic direction for the divisions of responsibility and ensures that direction reflects corporate priorities, goals, and objectives and that these are effectively communicated.
- The position will ensure the priorities and requirements of Article 23 of the Nunavut Agreement are incorporated in all aspects of the services provided within its divisions and the department.

The knowledge, skills, and abilities required for this job are usually obtained through a recognized university degree in Human Resources Management field plus at least six (6) years of related work experience is required and a minimum of four (4) years of progressive managerial experience. A professional designation as a Certified Human Resource Professional and a proven track record of working effectively with public government with Northern/Indigenous peoples and organizations would be considered an asset. This is a Position of Trust and a satisfactory Criminal Record Check is required.

The Official Languages of Nunavut are Inuktitut, English and French. Applicants may submit their resume in any of the official languages of Nunavut. Fluency in more than one of Nunavut's official languages would be considered an asset. Knowledge of Inuit communities, culture, land, Inuit Qaujimajatuqangit, Inuktitut and experience working in a northern cross-cultural environment are also considered assets.

Acceptable combinations of education and experience at the senior administrative level may be considered for this position. We encourage you to apply if you have equivalent years of education and/or experience equal to the education and experience requirements listed above.

An eligibility list may be created to fill future vacancies.

