

GC (Government of Canada) Jobs

[Home](#)

Social Policy Researcher

[Share this page](#)

Reference number: IAN17J-018087-000068

Selection process number: 18-IAN-EA-BZ-ON-ESP-306470

Department of Indigenous Services Canada (DISC) - Federal Schools
Ohsweken (Ontario)
EC-05

Acting, Specified period
\$81,858 to \$94,219

For further information on the organization, please visit [Department of Indigenous Services Canada \(DISC\) - Federal Schools](#)

Closing date: 15 February 2018 - 23:59, Pacific Time

Who can apply: Members of the following Employment Equity group: Aboriginal persons, who reside within a 40 km radius of Ohsweken, Ontario.

NOTE: This process is targeted to Aboriginal persons who will self-declare as an Aboriginal person. An Aboriginal person is a North American Indian or a member of a First Nation, Métis or Inuit. North American Indians or members of a First Nation include treaty, status or registered Indians, as well as non-status and non-registered Indians.

[Apply online](#)

Important messages

Please take note that the Department of Indigenous Services Canada (DISC) reserves the right to verify claims of Aboriginal affiliation. For appointment processes where the area of selection was limited to Aboriginal peoples or to members of designated employment equity groups that included Aboriginal peoples, the Aboriginal candidates proposed for appointment or appointed must complete and sign the Affirmation of Aboriginal Affiliation Form as a condition of appointment prior to or at the same time as the offer of appointment, even if they have already self-declared as an EE member when applying.

<https://www.canada.ca/en/public-service-commission/services/appointment-framework/employment-equity-diversity/affirmation-aboriginal-affiliation/affirmation-aboriginal-affiliation-form.html>

It is the responsibility of the candidate to clearly outline that they meet each of the criteria in the QUESTIONNAIRE, which is provided during the application process. Please note that it is not sufficient to only state that the requirement is met or to provide a listing of past or current responsibilities. Rather the candidate must provide concrete and detailed examples that illustrate how they meet the requirement. Failure to do so could result in the application being rejected from the process. The screening board cannot make any assumptions about your experience and will not contact candidates for additional or potentially missing information.

Please DO NOT send a cover letter. The screening questions replace the cover letter. We will NOT review cover letters.

Your resume may be used to validate the information provided in the screening questions.

Intent of the process

This process is to staff 1 EC-05 position for a two year term opportunity in the Federal Schools and will not be extended beyond the two year period. This position will require the qualified candidate to be responsible for reviewing all existing required procedural documents derived from the current Ministry of Education Policy and Program Memoranda and in current practice in Ontario Boards of Education and to prepare those procedures for implementation in the Federal Schools.

A pool of qualified candidates may be established and may be used to staff similar EC-05

positions with various linguistic profiles and/or requirements as well as tenures and/or the security clearance (reliability or secret), which may vary according to the position being staffed.

The pool could be used to offer acting appointments under exceptional circumstances in order to protect employee's indeterminate status.

Positions to be filled: 1

Information you must provide

Your résumé.

You must meet all essential qualifications in order to be appointed to the position. Other qualifications may be a deciding factor in choosing the person to be appointed. Some essential and other qualifications will be assessed through your application. It is your responsibility to provide appropriate examples that illustrate how you meet each qualification. Failing to do so could result in your application being rejected.

In order to be considered, your application must clearly explain how you meet the following (essential qualifications)

EDUCATION

Graduation with a degree from a recognized post-secondary institution with acceptable specialization in economics, sociology or statistics.

PART A NOTES:

1. Candidates must always have a degree. The courses for the specialization must be acceptable and may have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization. The specialization may also be obtained through an acceptable combination of education, training and/or experience.
2. An indeterminate incumbent of a former ES position on June 30, 1967 who became

an EC on June 22, 2009, who does not possess the minimum level of education as indicated for Part A above is deemed to meet this minimum educational standard based on his/her education, training and/or experience.

Degree equivalency

EXPERIENCE

- Experience in working with Indigenous people and Indigenous organizations.
- Experience seeking and networking with community partners.
- Experience leading a consultative process.
- Experience researching, reviewing and editing organizational procedures to address risk and liability.
- Experience in serving as a subject matter expert and advising senior management (director or above) on policy files.
- Experience producing procedural documents for practical implementation

The following will be applied / assessed at a later date (essential for the job)

English essential

Information on language requirements

ABILITIES

- Ability to communicate in writing.
- Ability to communicate orally.
- Ability to analyze and make recommendations.
- Ability to plan and carry out research.
- Ability to lead project teams.

PERSONAL SUITABILITIES

- Demonstrates respect.
- Thinking things through.
- Working effectively with others.
- Showing initiative and being action-oriented.

The following may be applied / assessed at a later date (may be needed for the job)

ASSET QUALIFICATIONS

EDUCATION

Master's in Education

Master's in Education Policy

Degree equivalency

EXPERIENCE

Experience in developing education procedures for school boards or schools.

Experience in working in a Board of Education as part of the policy branch.

Experience in working in Ministry of Education in the policy branch.

Experience in working in private schools or educational institutions developing policy.

OPERATIONAL REQUIREMENTS

Willing and able to work overtime as required

Willing and able to travel as required

Conditions of employment

Reliability Status security clearance

Other information

All of the essential qualifications that are listed in this advertisement are mandatory. Applicants may be appointed to the position even though he/she does not meet any or all of the asset qualifications or does not meet the operational requirements or organizational needs. However, meeting these criteria is desirable and may be a deciding factor in choosing the person to be appointed. Assets may be applied at any stage in this selection process (i.e. screening and appointment stage).

More than one assessment tool may be used to evaluate a particular criteria. Some assessment tools may be administered electronically, others, in-person.

Breadth and depth of the assessed qualifications may be considered.

Candidates with foreign credentials must provide proof of Canadian equivalency. Consult the Canadian Information Centre for International Credentials for further information at <http://www.cicic.ca/>

Candidates whose applications are retained for further consideration may be required to travel to attend an interview or for the administration of a test. If you are asked to travel in relation to this appointment process, you should direct any questions you have about travel entitlements to the hiring organization, when contacted, and they will provide you with the necessary information.

PLEASE NOTE: For this selection process, our intention is to communicate with applicants by e-mail for screening/assessment purposes (including issuing screening results, and sending invitations for interviews).

Applicants who apply to this selection process must include in their application a valid e-mail address and make sure this address is functional at all times and accepts messages from unknown users. It is your responsibility to inform us at all times of any changes regarding your contact information.

A variety of assessment tools may be used in the assessment of candidates, such as:

*written test, practical test, situational exercise, *oral interview, simulation, presentation, role play, work samples, performance appraisals, *reference checks, and/or personal knowledge on the part of board members. Some assessment tools may be administered electronically, others, in-person. (*indicates those tools that will most likely be used in this process.)

Candidates are expected to make a reasonable effort to make themselves available for assessments as scheduled. Rescheduling will only be permitted for accommodation measures or for other exceptional/extenuating circumstances, to be determined on a case-by-case basis.

Candidates invited to the assessment stage will be required to provide ORIGINAL proof of their education credentials, i.e., their degree or official transcript. Failure to do so may result in you not being considered further in the selection process.

Depending on the requirements of the position(s) being staffed from this process, for

current or future vacancies, any or all of the asset qualifications, operational requirements, and organizational needs may be applied at the time of staffing. Candidates may be contacted and assessed against these criteria at any time during this process.

Applicants are entitled to participate in the selection process in the official language of their choice. Applicants are asked to indicate their preferred official language in their application.

A random or top down selection of candidates may be used in the determination of those to be given further consideration in the assessment process.

On-line applications are strongly encouraged in order to take advantage of the many benefits of using the electronic recruitment system. Some of the benefits for applicants are as follows:

- modify your application at any time BEFORE the closing date;
- when applicable, answer screening questions highlighting the expected qualifications to the hiring manager;
- verify the status of your application and notifications, at any time; and
- obtain information through electronic notification of your assessment details and results.

Persons with disabilities preventing them from applying on-line are asked to contact 1-800-645-5605.

If you are unable to apply online, please contact the email address indicated in the "Contact information" section below PRIOR to the Closing Date. Please provide an explanation as to why you are not applying on-line for consideration. (Note: You must state the Selection Process number in the Subject of enquiry)

To submit an application on-line, please select the button "Apply Online" below.

The Public Service of Canada is committed to building a skilled, diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages candidates to indicate voluntarily on their application if they are a woman, an Aboriginal person, a person with a disability or a member of a visible minority group.