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## **Human Resources Officer Maternity Leave Coverage- June 17, 2024-August 25, 2025**

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Founded in 1995, [The Egmont Group](#) is a united body of 174 Financial Intelligence Units (FIUs). The Egmont Group provides a platform for the secure exchange of expertise and financial intelligence to combat money laundering and terrorist financing (ML/TF). FIUs are uniquely positioned to cooperate and support national and international efforts to counter terrorist financing as the trusted gateway for sharing financial information in accordance with global Anti Money Laundering and Counter Financing of Terrorism (AML/CFT) standards.

The **Egmont Group Secretariat (EGS)** provides strategic, technical, and administrative support to the Heads of FIU (HoFIU), Egmont Committee, Working Groups, and Regional Groups and assists in managing the content and administering the Egmont Secure Web. The EGS is headed by the Executive Secretary, who reports directly to the Chair of the Egmont Group. The EGS was established in July 2007 and is based in Ottawa, Canada.

The Human Resources (HR) Officer is a proactive and tactical advisor to employees and managers and will be responsible for providing consulting services, representation, support, and advice for HR and employment-related matters. Reporting to the Administrative Manager, the HR Officer supports a strategic approach to partner with management and staff to implement people strategies that drive the organization.

The incumbent will be responsible for the full spectrum of human resources. In addition to supporting the organization and building upon current best practices, the HR Officer provides strategic HR support and leadership to projects and policy/program development.

### **The Ideal Candidate:**

- An innovative and collaborative individual
- Able to manage multiple competing priorities
- Familiar with provincial and federal employment legislation
- Has a desire to work within a multi-disciplinary team
- Able to adapt quickly to changing priorities
- Able to work under pressure
- Committed to achieving concrete and tangible results

### **Main Roles and Responsibilities:**

- Lead full cycle recruitment, such as preparing the advertising, screening, performing interviews, and following the selection process for new hires.
- Build applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; and maintaining rapport.
- Provides leadership and expert consultation in the areas of contract negotiations and contract administration
- Coach and advise team members and management on various employee relations issues to facilitate high morale and employee engagement.
- Assist with succession planning, onboarding, new staff orientation, and health and wellness.
- Assist managers in addressing performance issues and identifying team member development opportunities. Provide support to supervisors and managers in completing annual performance development plans.
- Maintaining and updating employee files: HR, Employee Health, Agency, and Contract Services
- Supporting the organization and corporate staff furthering their personal education or training
- Stressing the importance of employee engagement and retention within the organization
- Preparing and implementing HR policies, procedures, and best practices in the organization.
- Perform all other related duties as assigned by the Executive Secretary.

### **Key Competencies and Experience:**

- Bachelor's degree in a related field (human resources and/or organizational behaviour, business).
- Five (5) to seven (7) years of recent related experience in human resources.
- CHRP or CHRL professional designation is an asset.
- Demonstrated experience in coaching, mentoring, problem-solving, and organizational processes.
- Excellent consulting, communication, and engagement skills and the ability to influence senior stakeholders in establishing/delivering HR actions and metrics to meet strategic objectives.
- Superior administration and organizational skills in order to effectively manage multiple initiatives and projects from beginning to end.
- Practical understanding and application of methodologies and approaches for performance management, diversity, and conflict management.
- Highly developed probing, investigative, and analytical skills to identify issues, write reports, and make recommendations.

- Knowledge of and demonstrated ability in core competencies, including listening, analyzing, problem-solving, influencing, decision-making, negotiation, and adaptability.
- Demonstrated tact and sound professional judgment when responding to matters concerning sensitive information
- Strong analytical and problem-solving skills with demonstrated ability to make appropriate and effective decisions under pressure.

**Assets and other requirements:**

- Familiarity and experience with government or non-profit industry.
- The HR Officer could be asked to travel to International/Local conferences. You must have a valid passport and comply with vaccination protocols to travel internationally at any time.
- In accordance with the EGS vaccination policy, the successful candidate must be fully vaccinated against COVID-19.

**Starting date:**

This position will begin on **June 17, 2024**.

**The Perks:**

- The EGS is an international collaborative team. Our workforce is dynamic, and you will have the opportunity to work with a unique group.
- The EGS operates in a hybrid work environment in Ottawa, Canada.
- Competitive compensation
- Generous annual leave plan.
- A comprehensive health and dental plan.

**How to Apply:**

Interested candidates should submit their application, including a resume and cover letter to this posting directly through our site.

*The Egmont Group is committed to the employment and pay equity among its staff. Applications are encouraged from equity groups, including individuals of Indigenous descent, racialized individuals, individuals with disabilities, and LGBTQ+ persons. We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources.*