## Employment in the Public Service

Employment in the federal public service must be with a department or branch that forms part of the public service. It also includes employment in any of the boards, commissions or agencies that form part of the public service for pension purposes.

An appointment process is a process to identify and hire somebody into a position.

For appointments to a regular public service position, the appointment must, by law, be based on merit.

Merit is "met" when the person hired meets all of the qualifications required for the job, as defined by the hiring manager and included in the Statement of Merit Criteria.

## Types of Staffing Actions

There are various types of staffing actions available in the Public Service:

* Internal Advertised Process: posted on Public Service Jobs site, open to Federal government employees, and eligible CAF members/veterans
* Internal Non-advertised Process: candidate is appointed based on having a specialized skill set that is required immediately
* External Advertised Process: posted on Public Service Jobs site, open to the public
* External Non-advertised Process: appointment from the public without advertising
* Incumbent-based Appointments: Deputy heads, in consultation with authorized bargaining agents, may establish a career progression framework for incumbents of Research Scientist (SE-RES) and Defence Scientific Service (DS) positions.
* Acting Appointment: temporary assignment to another position at a higher level
* Inventory: A group unassessed/partially-assessed candidates who have submitted applications to an external or internal advertised appointment process. Hiring Managers can “request referrals from the inventory” and evaluate these candidates for positions
* Pool: A group of candidates who are partially or fully assessed (meet some or all of the essential qualifications on a Statement of Merit Criteria). Hiring Managers can select (“pull”) candidates and appoint them to positions covered by the pool’s Statement of Merit Criteria.

In an internal appointment process, only persons employed in the public service may be considered.

In an external appointment process, consideration may be given to persons whether or not they are already public servants. Managers are not required to consider public servants first, and can appoint persons from outside the public service.

There are other staffing options available where the applicant must not meet the criteria established in the Statement of Merit:

* Assignment: temporary assignment to a position at the same level in the same Department
* Secondment: temporary assignment to a position at the same level in another Department
* Deployment: permanent move to another position at the same level
* Interchange Canada: Interchange Canada facilitates temporary assignments of individuals in and out of the core public administration. Assignments are open to employees of the core public administration at all groups and levels and to employees of other sectors, both in Canada and internationally.
* Casual Employment: hired to work no more than 90 days per calendar year per Department
* Micro-Mission: short-term, voluntary contribution to a project while remaining in substantive unit and position (can be interdepartmental)

You will find below a Statement of Merit Criteria with links to explanations to most of its parts.

# Statement of Merit Criteria

[**Policy Analyst**](#_Title_of_Position_1)

[**Reference number:** RSN19J-020143-000085
**Selection process number:** 2019-RSN-IA-ES-191515](#_Process_Number_1)

[Natural Resources Canada - Electricity Resources Branch - Nuclear Energy Division](#_Department_or_Agency_1)
[Ottawa (Ontario)](#_Location)
[EC-05](#_Classification_1)
[Acting, Deployment, Indeterminate](#_Types_of_Appointments)
[$81,858 to $94,219](#_Salary_1)

[**Closing date: 22 May 2019 - 23:59, Pacific Time**](#_Closing_date)

[**Who can apply:**](#_Who_can_apply)Employees of the Federal Public Service occupying a position in the National Capital Region.

Eligible veterans and CAF members may apply. (Information on mobility for veterans and CAF members)

Apply online

[**Important messages**](#_Important_messages_1)

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

Assessment accommodation

[**Intent of the process**](#_Intent_of_the_1)

A pool of (fully or partially) qualified candidates may be established through this process to staff identical or similar positions at Natural Resources Canada with various tenures, various linguistic requirements and profiles, various security requirements, various conditions of employment, various operational requirements, and for various locations.

The immediate need is to staff 1 Bilingual Imperative BBB/BBB or English essential position.

**Positions to be filled:** 1

[**Information you must provide**](#_Information_you_must)

Your resume.

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

[Education](#_Education):

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

Degree equivalency

[Experience](#_Experience):

1) Experience conducting policy analysis\*, and developing options, recommendations, and advice for senior management\*\*.
2) Experience preparing briefing materials\*\*\* for senior management\*\*.
3) Experience supporting consultations or collaborations with external stakeholders\*\*\*\*.
4) Experience in one or more of the following areas: science, technology, or innovation policy; nuclear, energy, or environmental policy, international relations or negotiations; security policy; or other area with substantive relevance to the position.
5) Demonstrated record of excellence (e.g. through delivery of exceptional results in work or volunteer activities, or through the receipt of a scholarship or award – preference will be given for individual versus group awards).

\* Policy analysis should have included economic considerations, stakeholder views, and other factors.
\*\*Senior Management is defined as Director level and above.
\*\*\* Briefing materials should have included one or more of: information or decision memos, background briefs, scenario notes, talking points and key messages, Memoranda to Cabinet, or Treasury Board Submissions.
\*\*\*\* External stakeholders include (but are not limited to): other orders of government, non-government organizations (NGOs), industry, Indigenous groups, and/or research organizations.

**If you possess any of the following, your application must also clearly explain how you meet it (**[**other qualifications**](#_Asset_qualifications)**)**

[Asset Education:](#_Education)
Graduate degree in an area of relevance to the position.

Degree equivalency

[Asset Experience:](#_Experience)
• Experience in preparing materials for international meetings and participating in international discussions or meetings.
• Experience providing advice to senior management on energy policy, nuclear policy, or nuclear regulation, programs or operations (preference will be given to candidates with nuclear policy or nuclear regulation experience).
• Experience providing advice on security issues.
• Experience working with Indigenous groups.

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

[Various language requirements](#_Language_proficiency)

Information on language requirements

[Knowledge](#_Knowledge)

Knowledge of Canada’s energy landscape.
Understanding of Canada’s nuclear energy policy, issues, and stakeholders.

[Ability](#_Ability) or [Skills](#_Skills)

Ability to coordinate multiple complex and sensitive files within tight deadlines.
Ability to communicate effectively orally.
Ability to communicate effectively in writing.

[Personal Suitability](#_Personal_suitability) or [Competencies](#_Competencies)

Effective Interpersonal Relationships
Initiative
Judgment

[Operational requirements](#_Operational_requirements) or [Organizational needs](#_Organizational_needs)

Willingness and ability to work occasional overtime.
Willingness and ability to travel occasionally.

[**Conditions of employment**](#_Conditions_of_employment)

Secret security clearance

[**Other information**](#_Other_information)

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply.

Information on employment equity

Indeterminate employees at the same group and level or equivalent will be considered for deployment. If no deployment is made, applicants from other groups and levels will be considered in the advertised appointment process.

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

For this selection process, it is our intention to communicate with candidates via email for screening and assessment purposes. This will include communication of screening results and invitations to written tests and interviews. To that end, candidates must include a valid email address in their application. It is the candidate’s responsibility to ensure that this address is functional and that it accepts messages from unknown users (some email systems block these types of email). It is also the candidate’s responsibility to ensure accurate information is provided and updated as required.

The hiring organization will accept applications on-line only. All job applications must therefore be submitted through the Public Service Resourcing System. To submit an application on-line, please select the button “Apply Online” below. Persons with disabilities preventing them from applying on-line are asked to contact 1-800-645-5605.

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

Depending on the requirements of the position(s) being staffed from this process, for current or future vacancies, any or all of the other qualifications may be applied at the time of staffing. Candidates may be contacted and assessed against these criteria at any time during this process.

Note: If you were educated outside of Canada, you must have your credentials and/or diploma assessed against Canadian education standards. The public service will accept any Foreign Educational Credentials as long as they are deemed comparable to Canadian standards, through a recognize credential assessment service. For more information please click on Degree Equivalency.

**We thank all those who apply.**

[**Contact information**](#_Contact_information)

**HR Advisor, Human Resources Advisor, Staffing Operations**

hradvisor@canada.gc.ca

##

## Title of Position

* Title of the position is determined when the position is created or updated.

## Process Number

* The process or reference number is a unique identifier for each GC process.
* This number will be used in all communications and can be used to find the status of a process.
* Some processes can be used to staff in other departments.

##

## Department or Agency

* You can research the department or agency to find out if it is a right fit for you at Departments and agencies - Canada.ca.

## Location

* Where a job is located. This may be indicated on the job poster as a specific address or it may be the city and province, or multiple cities and provinces, depending on where the positions are being staffed.

## Classification

* Classification establishes an organizational structure that aligns with the organizational mandate and creates positions.
* It also determines groups and levels and facilitates other decisions such as the type of job and security clearance level.
* Job descriptions and organizational charts provide staffing advisors with insight into the nature and duties associated with the work in order to best target the qualifications to be assessed for appointment.
* The group and level established for a job determine the level of pay and associated benefits, as established in collective agreements.
* For more information about classification of positions, visit Directive on Classification- Canada.ca (tbs-sct.gc.ca).

## Types of Appointments

* Indeterminate: An employee who is appointed on a continuous basis. There is no pre-set end date to the appointment. The employee hired on an indeterminate basis is normally assigned to work a set number of hours per week, established at the time of hiring.
* Term: An employee who is appointed for a limited or definite period of time. The two most common term appointments that we must consider in establishing eligibility are a term of more than six months and a term of six months or less.
* Casual: An employee who is hired as a casual worker and whose period of employment in the public service may not exceed 90 working days in one calendar year with any particular department or other organization. An employee hired on this basis is not considered an employee, therefore different terms and conditions of employment apply.
* Student: Students are not considered employees, therefore different terms and conditions of employment apply. A student can be appointment under these various Student Employment Work Programs:
	+ Federal Student Work Experience Program (FSWEP);
	+ Post-secondary Co-op/Internship Program;
	+ Research Affiliate Program;
	+ Non-paid assignments - Secondary School Co-op Education Program; and
	+ International Exchange Program
* As-and-When required: An employee who is hired to work on an "as required" or "on call" basis (i.e., only when needed there is no pre-established Assigned Work Week). An employee hired on this basis is not considered an employee, therefore different terms and conditions of employment apply.
* Part-time Worker: a person who is not ordinarily required to work more than one-third of the normal scheduled daily or weekly hours of work established for persons doing similar work. An employee hired on this basis is not considered an employee, therefore different terms and conditions of employment apply.

## Types of Employment

According to the Policy on Terms and Conditions of Employment, the types of employment tenures may be divided into the following:

* Full-time: Employment requiring continuous service in a position where the employee is normally required to work the full-time hours of his occupational group
* Part-time: Employment in a position where the employee is required to work an average of at least 12 hours per week but who does not work the standard (scheduled) full-time hours of the position
* Seasonal
* As-and-When required

##

## For more information, visit Public service staffing - Canada.ca.

## Salary

* Salary is a range and is usually based on the classification and the collective agreements.
* For more information, visit Pay for the public service - Canada.ca.
* You can also visit the Renumeration section of the Directive on Terms and Conditions of Employment- Canada.ca (tbs-sct.gc.ca) if they apply to you.

## Closing date

* The last day and latest hour for you to submit your application and all other required documents.
* Failure to submit within the closing date will result in being screened out (not be part of the process).

##

## Who can apply

* Each job advertisement has an area of selection.
* This limits who will be considered, and for internal appointments, who has the opportunity to make a staffing complaint. Make sure you are eligible to apply.
* An area of selection can be based on any combination of four factors:
	+ Geography - Most jobs open to the public are required to have a national area of selection, but there are exceptions.
	+ Organization - Each organization has its own unique standing in the HR context, based on the FAA, the PSEA or their own legislation. The Governor in Council has also set out exceptions for some. For details about a specific organization, refer to the PSC’s Reference List.
	+ Occupation - An area of selection may limit an appointment process to persons who are already in a specific occupation, such as nursing.
	+ Employment Equity - An area of selection may also include requirements to belong to one or more employment equity groups. This allows a public service organization to achieve and maintain a representative workforce when there are gaps in representativeness.
* The PSC website on “Eligibility for Job Opportunities in Federal Organizations” is a reference for managers to define who is eligible to apply for a job or who can bring forward a complaint in the context of a staffing process.

## Important messages

* Read these important messages.
* Ask for accommodations, if need be. These will not be used in the assessment and have no negative impact on your evaluations. For more information about accommodations, visit How to request assessment accommodation - Canada.ca.

##

## Intent of the process

* Tells you how many positions will be filled, whether a pool will be created, and which departments might be given access to the pool.

## Information you must provide

* The title says it all.

## Essential qualifications

* Each essential qualification must be assessed and met.
* Clearly demonstrate the ones being requested and the others will be assessed at a later time in the process
* Essential qualifications are required to perform the work. For a person to be qualified for an appointment, managers must be satisfied that the person meets each essential qualification, including the proficiency in official languages. When managers identify a qualification as essential, they are stating that people who do not meet that qualification cannot perform the functions of the position. This means that when five essential qualifications have been identified, all five must be assessed and met.
* If you can’t meet these, don’t apply.

## Language requirements/proficiency

* The Public Service Employment Act (PSEA) sets out that official languages must be included in the essential qualifications, and cannot be an asset.
* Managers are responsible for determining if a position is unilingual or bilingual, for establishing the proficiency required and for assessing official languages in all cases except the second official language of a bilingual position.
* You must have the required language profile or be willing to be tested.
* For a unilingual position, the person must be assessed, and meet the proficiency requirements for the position’s language.
* For a bilingual position, the person must be assessed and meet the proficiency requirements for both official languages.
* The person chooses their first and second official language.
* The hiring manager assesses the person’s first official language
* The second official language of a bilingual position has a unique framework.
* For more information, visit Language requirements for candidates - Canada.ca.

## Education

* Education refers to academic, vocational, or technical studies and training acknowledged through a credential or other official documentation from, or accepted by a recognized Canadian educational institution.
* For more information about degree equivalency, visit Foreign Credential Validation against Canadian Standards - Canada.ca.

## Occupational Certification

* The possession of, or eligibility for, credentials such as a license, certificate, registration, letter, paper or other documents that constitute acceptable evidence of occupational competencies.
	+ For example, Chartered Professional Accountant (CPA), Professional Engineer, Member of the Bar, Registered Nurse, Transport Canada or Canadian Coast Guard (CCG) certificate of competency for Navigation, etc.

## Experience

* Experience includes previous employment or professional skills a person has acquired through working or volunteering. The work experience sought is based on the immediate and future needs of the position, and on skills the appointee needs to accomplish the work and perform in the job.
* Pay close attention to defined terms such as:
	+ Recent: usually defined in the Statement of Merit Criteria
	+ Significant: usually defined in the Statement of Merit Criteria
	+ Senior management/Executives/etc.: usually defined in the Statement of Merit Criteria
	+ AND = must meet all criteria
	+ OR = must meet one or more
* Address as many as you have in the screening questions

## Knowledge

* What information the person needs to know to do the job.

## Ability

* An ability is a natural talent or acquired proficiency that allows an individual to perform a particular job or task successfully now or in the future. It does not need to be associated with experience. Examples include:
	+ Ability to work under pressure
	+ Ability to communicate effectively orally
	+ Ability to establish project priorities and meet deadlines

## Competencies

* Competencies are generally used to express “characteristics of an individual which underlies performance or behavior at work” that are required now or in the future.
	+ Core competencies - For performance management purposes, employees in the public service are evaluated based on the following four core competencies:
		- Demonstrating integrity and respect;
		- Thinking things through;
		- Working effectively with others; and
		- Showing initiative and being action-oriented.
	+ Functional competencies - are applicable to employees in a particular type of work, such as client service agents, financial specialists, program analysts or human resources professionals.
	+ Technical competencies - are applicable to particular jobs.
	+ Key leadership competency profile - make up the basis for selection (e.g. essential qualifications), learning and development, performance and talent management of executives and other senior leaders in the public service. You can find information on the Key leadership competency profile.

## Skills

* Developed capacities that an individual must have to be effective in a job, role, function, task, or duty.

## Personal suitability

* These are behaviors required to effectively perform the duties of a particular job, such as:
	+ Discretion
	+ Initiative
	+ Flexibility
	+ Effective interpersonal relations
	+ Being a team player
	+ Dependability

## Qualification Standards

* As per the Public Service Employment Act, the Treasury Board Secretariat, as the employer, may establish qualification standards in relation to:
	+ Education
	+ Knowledge
	+ Experience
	+ Occupational certification
	+ Language
* The Treasury Board Secretariat Qualification Standards outline the mandatory minimum requirements necessary to perform the work in a given occupational group or classification
* Qualifications Standards apply to all appointments and to deployment, except for:
	+ Student Employment Programs designated by the Treasury Board Secretariat
	+ Acting appointments of less than four months in duration
	+ Casual employment
	+ Part-time workers (less than 12.5 hours/week).
* A manager may request qualifications higher than the prescribed minimum requirements, this decision is based on the duties and responsibilities to be performed in the position being staffed.

## Asset/Other qualifications

* These are assets to doing the job. There are not necessary to perform the work of the position.
* They may or may not be “invoked”— eliminating candidates without them.
* If you have these, answer the relevant screening questions. If you don’t, you can still apply.
* There is no requirement to use assets, operational requirements, or organizational needs, even if some have been established or assessed.

## Operational requirements

* To apply, you must be willing/able to meet the operational requirements.
* An operational requirement is an element needed for the operations of the work unit or organization.
* The requirement may be needed now or in the future, and expresses the service requirements, rather than being related to the candidate’s skills or qualifications.
* When establishing operational requirements:
	+ Verify that collective agreements in place are respected.
	+ Ensure policies established by central agencies and by the deputy head are respected.
* Here are some examples of operational requirements:
	+ Working overtime
	+ Work on call
	+ Work on shifts
	+ Heavy lifting on a regular basis
	+ Standing for long periods of time
* If an operational requirement must be maintained after the appointment, the manager may want to consider making it a condition of employment as well.

## Organizational needs

* Organizational needs allow organizations to function well, fulfill their mandates, and meet their current and future objectives. They are related to the organizational context for the position rather than to the duties of the job. Examples include:
	+ Closing employment equity gaps and meeting labour market objectives in terms of representativeness
	+ Graduate recruitment for organizational renewal
	+ Workforce reduction exercise bringing about the need to assist affected employees in finding a new job
	+ Hiring front-line staff representing a specific employment equity group to serve a specific clientele (i.e. Indigenous persons serving an Indigenous clientele).

## Conditions of employment

* To apply, you must be willing/able to meet the conditions of employment.
* This is a requirement that employees must meet or comply with before being appointed to a position. While a qualification applies only to an appointment, employees have to maintain conditions of employment on an ongoing basis, throughout the duration of their employment in the position. Conditions of employment may also be included in the merit criteria;
	+ for example, possessing a valid driver’s licence could be identified either as a qualification, an operational requirement and a condition of employment.
* Security clearance is an example of a condition of employment that applies to every appointment.
	+ The clearance process is initiated after you are identified as the chosen candidate.
	+ At minimum, 8 years of verifiable history is required for Secret Clearance.
	+ For more information, please consult Conditions of employment frequently asked questions.

## Other information

* Read this section closely— it details additional “rules” for this process.
* Includes Self-Identification
* For more information about employment equity, visit Employment equity - Canada.ca.

## Contact information

* If you have any questions, ask the contact person.