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WORK HISTORY AND SKILLS

Since 2005 Human Resources Consultant

Available for: Work descriptions, rationales and committees for EX positions
Work descriptions, rationales and committees for non-EX positions
Operational Classification Assignments
Organization Studies

Recent Experience: Part-Time contract with Foreign Affairs and International Trade Canada, Human Resources Branch to evaluate EX jobs.

Work Examples: Wrote multiple EX descriptions and rationales including Assistant Deputy Minister level positions in DFAIT CIC Canadian Space Agency and Infrastructure Canada.
Wrote/evaluated descriptions for Canadian Nuclear Safety Commission, Canadian Space Agency, Citizenship & Immigration, Canada Border Services Agency, Canada Public Service Agency, Correctional Service Canada, CIDA, Foreign Affairs and International Trade Canada, Health Canada, Library and Archives Canada, Public Health Agency of Canada, Treasury Board Secretariat, Superintendent of Financial Institutions etc.
Conducted organizational studies in Canadian Nuclear Safety Commission, Library and Archives Canada.

2004 to 2005 Senior Policy Officer (PE-06) Human Resources Management Modernization Branch, Public Service Human Resource Management Agency Of Canada

Lead the Agency's Classification Policy team for the Modernization of Classification in the Public Service.
Develop and interpret classification policy.
Resolve significant issues through meeting members of the classification community.
Represent Classification Modernization in interdepartmental committees concerned with human resources policy issues.

1981 to 2004 Classification Consultant (PE-03 to PE-05) Correctional Service of Canada (CSC Accreditation - # 2)

Co-ordinate major departmental classification projects such as the Universal Classification Standard.
Advise managers and classification staff in NHQ and regions on all aspects of classification.
Provide advice and recommend Executive Group levels.
Develop new or revised Executive Group work descriptions.

Develop Treasury Board Submissions and prepare appropriate evaluations using an evaluation plan developed by Hay Associates. Develop departmental classification policies, procedures and practices and resolve significant problems of policy, standards, etc. through meeting staff, managers and Treasury Board Officers. Write briefing material, communications and correspondence for the signature of the Commissioner (Deputy Minister) and Executive Committee Members on significant classification issues. Train managers and student officers in the principles of organization and classification. Manage the delegation program. Analyze and review proposals for classification of all levels within the department including Executive Levels. Represent the department's classification program in meetings concerned with classification and related human resources policy issues. Resolve significant classification and compensation relativity issues including evaluating the costs, benefits and staff relations issues. Review delegated classification activities in the department and prepare reports to Treasury Board Secretariat.

1976-1981

**Personnel Generalist (PE-03), Statistics Canada
(Treasury Board Secretariat Accreditation-# 620)**

Conduct staffing, staff relations and classification activities for positions in the professional, technical and administrative support categories. Advise managers and staff on compensation, discipline, performance, and grievances.

1974-1975

Junior Audit Officer (PE-02) Public Service Commission

Assist in the administration of the audit process. Determine the policy implications of appeal and court decisions.

1968-1970

Engineering Physicist, Westinghouse Canada, Hamilton Ontario

Bilingual:

English and French (ECC-ECC)

Security:

Secret (PSHRMAC, Sept, 2004)

Education:

M. A. Political Studies, Queen's University, Kingston, Ont.

B.Sc. Physics, McMaster University, Hamilton, Ont.