



HUMAN RESOURCES MANAGER

Permanent Full Time with Benefits

Under the general direction of the Director of Administration, the Human Resources Manager provides advice and assistance on program delivery, staffing, staff relations, training and development, as well as human resources planning that supports management and the employees of Nipissing First Nation.

QUALIFICATIONS:

- Must be a registered First Nation member or non-member spouse of a Nipissing First Nation member.
- Must have a Degree or Diploma in Human Resources Management or post-secondary education in a related discipline.
- Minimum 5 plus years' experience in Human Resources Management or relevant experience.
- Certified Professional in Human Resources Designation considered an asset.
- Strong working knowledge of Federal legislation and regulations that include but are not limited to the Canada Labour Code and Health & Safety regulations.
- Must have Pension, Benefit and Disability management knowledge.
- Must be proficient in Microsoft Office tools.
- A valid Ontario Class "G" Driver's Licence and access to a reliable personal vehicle.

REQUIRED SKILLS AND ABILITIES:

- Demonstrated abilities in each of the key human resources processes, including investigation, report writing, performance management, personnel management and development, information management, and conflict resolution;
- The ability to lead by personal example, to motivate and contribute to the employee experience in a fair and effective manner, based on the team approach and consistent with the policies of the First Nation;
- The ability and willingness to make difficult recommendations in a timely manner, demonstrating good judgement, respect for organizational policies and the First Nation's values;
- Critical thinking skills, including the ability to research, analyze and evaluate and make recommendations concerning complex information and issues;
- Excellent written and verbal communication skills.

DUTIES:

- Provides advice on Human Resource issues and develops and implements Human Resources policies;
- Manages and evaluates Human Resources programs and functions and makes changes to improve effectiveness and efficiency;
- To provide advice and assistance to managers and employees on the interpretation of legislative policy and precedents governing Human Resources Disciplines and the application of Human Resources standards practices.

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- Contributes to the development and delivery of training sessions for managers and employees.
- Maintains established processes such as recruiting, testing, and interviewing; counsels managers on candidate selection; conducts onboarding, off-boarding and exit interviews.
- Plans human resources requirements in conjunction with departmental managers.
- Provides tools for managers to conduct employee performance evaluations and provides employees with performance feedback.
- Responsible for evaluation, implementation and management of Human Resources Information software.
- Ensures employees adhere to all health and safety regulations and required reporting of workplace occurrences.
- Administers WSIB processes, including receiving accident reports, submitting WSIB, liaising with managers, and third-party disability managers to support early and safe return to work prospects.
- Conducts workplace investigations and resolves any conflicts that arise among staff and management in the organization.
- Provides advice and coaching to managers and employees on key workplace matters such as performance management, difficult conversations, employee relations, and employee development.
- Ensures organizational compliance with applicable HR related regulations and statutes as well as organizational procedures and policies.
- Ensures that new and/or changed human resources policies and programs are published and communicated to all employees.
- Oversees the management of short term and long-term leaves of absence.
- Oversees the development and administration of the benefits programs including Group Insurance and Pension Plans, compensation structures, as well as compliance and reporting functions.
- Sources funding to HR employment initiatives.

The successful candidate must provide a current Criminal/Police Records check prior to employment.

CLOSING DATE: Qualified individuals are invited to submit a cover letter, resume and three (3) current work-related references no later than **Friday, April 9th, 2021 at 4:30 p.m.** to:

Freda Martel, Director of Administration
Nipissing First Nation
36 Semo Road, Garden Village, ON P2B 3K2
Fax: (705) 753-0207 | Email: resumes@nfn.ca

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.

Nipissing First Nation gives preference to First Nation applicants for any employment opportunities as per Section 24(1) (a) OHRC