



## **Employment Opportunity** **Human Resource Manager – Permanent Part-Time (minimum 3 Days/Week)**

### **Purpose of the Position:**

Reporting to the Chief & Council, the Human Resource Manager is responsible for the development, implementation and updating of the Alderville First Nation (AFN) human resource policies, procedures and standards, for the recruitment and selection of staff, for the preparation of reports as required by the Chief & Council, for the supervision of staff charged with responsibility for the components of the HR functions, for administration of the staff timesheets, the Group Health & Pension Plans, and for any other duties that may be assigned by the Chief & Council.

### **Responsibilities:**

#### **1. Policy and Program Development**

- Assists with the development of AFN Human Resource policies, procedures and standards.
- Assists with the development of the human resource component of proposals.
- Report on the adequacy of personnel policies, procedures and standards in relation to operational issues.

#### **2. General Program Management and Administration**

- Ensure AFN Human Resource policies and procedures are implemented, followed and reporting is completed. Address any Human Resource issues that may arise.
- Serves as a member of committees with regard to Human Resource matters.
- Assists with the development of a division of labour and organization structure for AFN.
- Participates in monthly management meetings.

#### **3. Human Resource Management**

- Assists in the development of a standardized approach to recruitment and selection of staff and of effective recruitment and retention strategies (job postings, screening, job offers, contract administration, etc.)
- Develops a system to assist management to promote the efficient and effective allocation of human resources.
- Responsible for staff Personnel File Management, maintaining employee time records and attendance logs;
- Acts as an internal consultant on issues of recruitment and retention.
- Assists in the development and maintenance of job classifications, job descriptions and salary grids.
- Assists in ensuring that evaluations are carried out for all staff according to policy.
- Assists in facilitating the staff complaint and grievance procedures.
- Assists in implementing and maintaining an employee benefits and pension plan.
- Assists in implementing and maintaining liability insurance policies.
- Oversees all Health & Safety functions. Establish a Health and Safety Committee.
- Develops, implements and manages an employee recognition program.
- Assist the Program Managers and Supervisors with HR Management capacity building & coaching techniques.

#### **4. Community Relations**

- Assist in establishing and maintaining effective and positive public relations.
- Ensures positive working relationships with First Nation partners and external agencies.
- Perform all other related duties as assigned.

### **Minimum Requirements:**

#### **The successful applicant must have:**

- A post-secondary degree or diploma in human resources – Certified Human Resource Professional (CHRP) or be currently pursuing designation
- A minimum of 5+ years in a progressive senior HR position
- A Valid Class 'G' driver's license and access to reliable transportation would be required to accommodate attendance at staff training, workshops and various capacity building initiatives.
- Individual must be bondable.

**Knowledge Requirements the successful applicant must:**

- Be thoroughly familiar with AFN Personnel Policies, Human Resource and Financial Management Policies and be prepared to follow all AFN policies.
- Have a sound knowledge of current HR trends, issues, techniques, and practices.
- Have knowledge and understanding of Native culture, traditions, teachings, community dynamics a definite asset.
- Must have practical experience and knowledge of employment legislation governing First Nations
- Experience and/or training in Privacy Legislation a definite asset
- Must have advanced Computer skills: Microsoft Word, Excel, PowerPoint, Publisher, Access, accounting spreadsheets, document software, Outlook, Internet.
- Must be familiar with all office machines including photocopiers, fax machines, phone systems.

**Ability Requirements: The successful applicant(s) will demonstrate ability to:**

- Relate effectively to and supervise staff as a diplomatic and flexible team player.
- Work effectively with the management and staff of other programs/agencies;
- Effectively manage HR matters.
- Effectively manage financial matters.
- Demonstrate advanced communication skills (verbal, listening and written).
- Provide a current Criminal Reference Check (CPC) and Vulnerable Sector Search (VSS) if offered the position.

Notes

1. Persons of Aboriginal ancestry are encouraged to apply and identify themselves in their cover letter

**Deadline to Apply: July 20<sup>th</sup>, 2017 at 4:00 p.m. (Late applications will not be accepted)**

**How to apply:** Applications in a sealed envelope can be delivered to the reception area of the Alderville First Nation main office. Submissions must include a cover letter, resume, along with three work-related reference and/or letters of reference. Faxed to: (905) 352-3242 or e-mailed to: [tmacleod@alderville.ca](mailto:tmacleod@alderville.ca)

Attention: Tasha Macleod

RE: **Human Resource Manager (Part Time Permanent)**

Alderville First Nation, 11696 Second Line Road, P.O. Box 46, Roseneath, Ontario KOK 2X0

Contact Joanne Smoke at (905) 352-2011 or Tasha for more info (905) 352-2793. [www.alderville.ca](http://www.alderville.ca). We thank all who apply however only those selected for an interview will be contacted. *Chief and Council retain the right to make the final decision on the selection of the successful candidate.*