

Full-time Permanent Employment Opportunities



Permanent Full-time @ 35 hours/week

Benefits:

- Paid vacation
- Paid Sick Leave
- Group Health & Dental Benefits
- Pension Plan

Salary:

Alderville First Nation Salary Grid will apply - targeted start rate is \$36.29 - \$38.21 per hour

Human Resources Manager

Position Summary:

The Human Resources Manager is a self-starting, highly motivated individual responsible for the development, implementation and updating of the Alderville First Nation (AFN) human resources policies, procedures & standards, recruitment & selection and for the supervision of staff charged with responsibility of components of the HR function including Group Health & Pension Plans, administration of staff timesheets, preparation of reports and any other duties assigned by the First Nation Administrator and/or Chief & Council.

KEY JOB FUNCTIONS

- Provides advice and counsel to the First Nation Administrator and/or Chief & Council in all matters related to HR Management for AFN; attends Council meetings upon request.
- Provides coaching to Program Coordinators, Supervisors, & Managers with HR Management capacity building; manages any staff complaint and/or grievance procedure.
- Ensures AFN Human Resources policies & procedures are implemented, followed and reporting is completed.
- Reports on the adequacy of personnel policies, procedures & standards in relation to operational issues.

Employee Relations

- Addresses Human Resources issues that may arise.
- Develops an effective performance management program and process.
- Develops and implements employee engagement surveys and works with management to address issues.
- Serves as a member of committees about Human Resources matters.

Recruitment

- Responsible for the full recruitment cycle implementing a standardized approach to the recruitment and selection of staff and of effective recruitment and retention strategies; provides guidance to Managers on issues of recruitment and retention.
- Assists department Managers in developing job descriptions for all positions within AFN.
- Assists with the development of a division of labour and organization structure for AFN.

Compensation & Benefits

- Works primarily with Council, First Nation Administrator, and the Finance Team to assist with and maintain personnel financial information including preparation of annual salary and benefit budgets.
- Effectively manages financial matters related to HR; prepares offer letters and employment agreements.
- Develops, implements, and maintains the employee compensation program and oversees the implementation of the salary administration guidelines.
- Responsible for the implementation & administration of the employee benefits & pension plan.

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Information

- Responsible for HR Management activities including familiarization of Canada Labour Code and Provincial Employment Standards and relevancy to First Nation applications.
- Responsible for development, implementation and updating of the AFN human resources policies; assists in the development and redesign of HR forms, i.e. leave requests, attendance logs, etc.
- Compiles a computerized and manual document management system for all AFN employees with respect to formal personnel file documents.

Minimum Requirements

- Must have a recognized degree or diploma in a relevant field of study (Human Resources, Public or Business Administration, Native Studies, etc.).
- Achievement of Certified Human Resources Professional (CHRP) designation an asset.

Specialization required:

- Five years' progressive management experience in a senior level Human Resources position

Preferred Experience:

- Sound knowledge of current HR trends, issues, techniques, and practices.
- Experience with Finance an asset.
- Must have advanced computer skills: Microsoft Word, Excel, PowerPoint, Publisher, Access; Outlook; Internet research skills; document software.

**** For full job description, contact Melissa Levesque, Human Resources Manager****

Deadline to Apply: *Job posting will remain open until filled.*

How to Apply:

Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

How to Contact:

Melissa Levesque, Human Resources Manager
Phone: 905-352-2011 ext. 217
Email: mlevesque@alderville.ca

Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

Chief & Council retain the right to make the final decision on the selection of the successful candidate.