



JOB POSTING **RE-POST**

Title: Human Resources Manager
Reports to: Interim-Band Administrator/Band Administrator
Terms: Full-Time Permanent
Hours: 35 hours per week
Salary: \$63,000 - \$70,000 per annum dependent on qualifications
Location: Saugeen First Nation Governance Building

Position Summary:

The Human Resources (HR) Manager reports to and works in conjunction with the Band Administrator on personnel issues. The HR Manager adheres to and provides guidance to all staff regarding the Personnel Policies. The HR Manager provides the administration of group benefits and pension plans for staff and addresses any issues from Finance regarding employees' contributions. The HR Manager position is a key component of the recruitment and selection process. This position is a constant challenge as it involves balancing many roles and activities in support of the organization.

To assist in the administration of effective, efficient and responsible human resources plans and procedures of the Chippewas of Saugeen First Nation (SFN) by ensuring the human resource plans and procedures are consistent with the vision, mission, management philosophy, standards and organizational and program policies established by the SFN Council. In addition, ensuring the organization is operating in compliance with all relevant legislation and policies, including the Canada Labour Code, the Canada Occupational Health and Safety Regulations and all policies as established by the SFN Council.

Responsibilities

- Remain current with provisions of Canada Labour Code, Employment Standards Act, Human Rights Act, and Occupational Health and Safety Act
- Consult with employment lawyer on personnel issues when required and employment contracts
- Consult with HRSDC Officer on Investigative Reporting, i.e. Workplace Violence
- Perform Investigative Reports by compiling witness statements, email correspondence and conducting interviews of staff
- Prepare all items for Personnel Committee, including but not limited to job
- Consult, advise and make recommendations to the Personnel Committee regarding job postings, staffing issues and employees' concerns
- Review Personnel Policies with all Program Managers and their staff
- Advise and assist Program Managers on interpretation and administration of Personnel Policies
- Prepare postings for Employment Opportunities with SFN
- Prepare screening forms for SFN Hiring Committee, contact all candidates invited for interviews
- Prepare interview questions in conjunction with Program Managers for Hiring Committee
- Contact candidates with results once approved by the Band Administrator
- Prepare Contracts and Letters of Offer and Employee Information Package (Personnel Profile, Oath of Confidentiality, Code of Conduct, Conflict of Interest Disclosure and Job Description)
- Orientate new employees on Personnel Policy
- Set up training sessions for staff development, i.e. Staff Empowerment Seminar, Debriefing Sessions, Lateral Violence
- Set up annual sessions with Manulife (Life Solutions Inc.) and Watson-Parojcic, group benefits and pension agents to update staff of any changes to coverage or pension funds
- Maintain and administer group benefits and pension plans for employees, ensure changes are made to any employee's history
- Oversee inquiries from Payroll Clerk regarding employees' contributions and monthly Premium Statements from Manulife and Great-West Life
- Notify Payroll of any changes to employees' profile, i.e. Short-Term Disability, Long-Term Disability
- Inform employees on Short-Term or Long-Term Disability of their commitment to maintaining their portion of contributions in order to maintain coverage
- Address any inquiries or concerns from employees with respect to group benefits and pension plans

- Ensure WSIB Premium Statements are submitted on time
 - Obtain consent from employees to release any personnel information for employment verification to third parties
 - Mediate and resolve conflicts involving Program Managers and staff
 - Attend HR Conferences and meetings for Life Solutions Inc. and Watson-Parojcic agents
 - Other related duties may be assigned by the Band Administrator
 - A strong working knowledge of Federal and provincial legislation and regulations that include but are not limited to the Canada Labour Code & Health & Safety regulations, Canadian Human Rights Code;
 - The political structures and practices of SFN;
 - Solid background in computers with specific knowledge of Microsoft Word and Excel.
- Skills/Abilities**
- A proven track record in effectively managing human resources in a complex, multi-programmed public administration, or similar experience;
 - Demonstrated abilities in each of the key human resource 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 develop a capable work force in a fair and effective manner, based on the team approach and consistent with the policies of SFN;
 - The ability and willingness to make difficult recommendations in a timely manner, demonstrating good judgement, respect for organizational policies, and SFN values;
 - Critical thinking skills, including the ability to research, analyze and evaluate and make recommendations concerning complex information and ideas;
 - Excellent written and verbal communication skills

Qualifications Required

- Diploma or Certificate in Human Resources Management or related discipline
- 5 years of experience in recruitment and selection, benefits administration, occupational health and safety, training and development, and employee relations
- Management experience an asset
- Workplace Health & Safety Certificate
- WHMIS Certificate
- First Aid/CPR Certificate

Applications MUST include:

- Current cover letter
- Current resume
- Three names (not letters) of references with telephone numbers and/or email addresses (one must be current or most recent employer)

DEADLINE DATE: Friday, August 13th, 2021 @ 4:00 p.m.
 (*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview

The successful candidate will be asked to provide a current Criminal Record Check including Vulnerable Sector Screening as a condition of employment

Applications will be received:

At Office: Human Resources Manager 519.797.2781 ext.1110

By E-Mail: joe.wesley@saugeen.org

By Mail: Attn:Human Resources, Saugeen First Nation #29, 6 Cameron Dr., Southampton, ON N0H 2L0

If you are interested in this posting, but do not meet the qualifications criteria, consider visiting SEZ to find out how to obtain the education and training required. Your contributions to our community are important to all of us.