



Title:	Human Resources Manager
Reports To:	Band Administrator
Term:	Full-Time Equivalent Permanent
Hours:	35-hours per week
Salary Classification:	\$34.68 per hour (\$63,118 per annum)
Location:	Administration & Governance Building

DESCRIPTION

The successful candidate will be responsible for providing recommendations on organizational design, along with the development of policies and practices in support of achieving and maintaining a vibrant workforce.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required and are not intended to be an exhaustive list of all duties and responsibilities associated with this job.

The successful candidate will perform policy review and analysis and will develop and implement policies, programs and procedures regarding human resource planning, recruitment, training and development, occupation classification and pay and benefit administration.

DUTIES AND RESPONSIBILITIES

Human Resources Planning & Staffing

- In consultation with other directors, anticipate future staffing requirements in line with strategic plans.
- Analyse the knowledge, skills, abilities, and competencies required for each job and develop competency-based job descriptions.
- Manage the implementation of Saugeen First Nation's personnel and recruitment policy, including selection and ensuring that recruitment practices are fair and consistent and align with good practices.
- Manage the recruitment process.
- Coordinate and manage the orientation of new employees, process probationary reviews, employee evaluations and terminations.
- Manage benefits administration.

Employee Relations

- Provide leadership and support to staff in relation to human resource matters and ensuring compliance with Saugeen First Nation's approved policies and procedures.
- Consult and advise management and staff on labour relations issues and human resource functions.
- Ensure awareness of the *Canada Labour Code, Occupational Health and Safety Act* and on basic conditions of employment and all other labour standards legislation.
- Ensure that all staff are aware of approved policies and procedures.
- Act as focal point for all initial queries from staff regarding policies and procedures and/or benefits administration support.
- Monitor and advise on corrective action and grievance matters in accordance with Saugeen First Nation's policies and procedures.

Employee Evaluation, Performance Management, Capacity Development and Training

- Identify training, and skills competency needs within the organization.
- Coordinate career development, succession planning and talent management needs across all department areas.
- Coordinate annual performance appraisals and assist facilitate accommodation requests.
- Identify skills shortages and where there is need to improve and inform management.
- Ensure that Saugeen First Nation's training and development programs are put in place.
- Implement performance management and talent wellness initiatives. Ensure that performance management is standardized and followed. Ensure that all employees are informed of and trained in application of performance management and talent wellness initiatives.
- Assists facilitate training opportunities and lunch-and-learns for staff on: benefits and retirement, insurance, human resource issues and organizational wellness initiatives.

Policy Research & Analysis

- Develop recommendations for amendment, elimination, or development of new policies.
- Review current policies to identify inefficiencies, legal vulnerabilities, compliance with changing regulations.
- Research best practices in organizational design, practice, and policy to inform recommendations.
- Investigate potential impact of regulatory changes (for example: benefits premiums)

Communication

- Developing bulletins regarding human resource policies.
- Developing training materials regarding changes.
- Rolling out appropriate training, communication, reference materials, etc.
- Developing and delivering presentations to staff.
- Developing and maintaining internal communication and file management systems.

Skills and 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 complaint resolution, report writing, performance management, personnel management, recruitment and development, and information management.
- 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 policies and best practice.
- The ability to receive delegated instruction to carry out, and/or willingness to assist affect difficult decisions in a timely manner, demonstrating good judgement, and respect for organizational policies and values, and in alignment to legislation.
- 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

- Degree or Diploma in Human Resources Management, Public Administration, Business and/or a related discipline (required).
- A minimum of 3 years of experience in a management role, leading staff recruitment, development, budgeting, forecasting, conflict resolution, and facilitating mediation.
- A minimum of 3 years' experience with occupational health and safety, training and development, communications, and employee relations.
- Certified Indigenous Human Resources Professional (CIHRP)
 - asset, or willingness to obtain – employer sponsored.
- WHMIS Certificate, First Aid and CPR Certificate
- Naloxone Training
 - provided by the employer.

Expressions of Interest *must include*:

- Current cover letter
- Current resume
- Three names (not letters) of reference with telephone numbers and email

addresses (one must be current or most recent employer)

DEADLINE DATE: Friday, June 16th, 2023, at 4:30 p.m.

(*No Late Expressions of Interest Accepted*)

Only qualified applicants will be contacted for an interview.

Preference will be given to Saugeen First Nation members who meet the qualifications.

Interested applicants must be legally eligible to work in Canada at the time of application.

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

Applicants will also need to provide verification of academic qualifications.

Applications will be received:

At Office: Joe Wesley – Administration
519.797.2781 ext.1104

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

By Mail: Saugeen First Nation #29
6 Cameron Drive, Southampton, ON N0H 2L0
Attention: Joe Wesley – Administration