



CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

Human Resources Manager

Department: Administration
Program: Administration
Report To: Senior Administrative Officer
Term of Employment: Full-time Permanent
Hours of Work: 37.5 hours per week

JOB PURPOSE

The Human Resources Manager is part of the senior management team which assists the organization to operate in compliance with relevant acts, codes, legislation and regulations to decrease the risk of legal implications, ensure the safety of employees and provide best practice in order to recruit and retain a skilled workforce; ensuring any plans, policies and or procedures are consistent with the vision and mission established by Council.

KEY DUTIES AND ACCOUNTABILITIES

Assist in the development and implementation of the CNUFN Personnel Policy:

- Stay up-to-date to ensure compliance with relevant federal and provincial legislation
- Provide report to Senior Administrative Officer on recommended changes and rationale
- Maintain policy as per Council approved revisions
- Ensure revised policy is provided to senior managers

Assist in the recruitment, maintenance and retention of qualified staff:

- Ensure hiring process is being adhered to and bring forward Selection Committee recommendation to Council, with Supervisor if needed
- Sit on Selection Committees for management roles and others when needed
- Draft employment contracts for Senior Administrative Officer review and signature
- Ensure Casual Contracts follow correct procedure and draft agreements when needed; and ensure Supervisors complete orientation
- Ensure Human Resources provides overview orientation to new term and permanent hires and assist to ensure Supervisors complete orientation process
- Ensure job descriptions are in approved template, assist in ensuring they are results-orientated and reflective of the duties and responsibilities of the role
- Evaluate job descriptions using Job Evaluation Tool
- Create and revise tools to measure performance such as disciplinary records, performance evaluation and self-evaluation templates
- Assist in coaching supervisors when needed on managing their staff, disciplinary actions and performance management
- Assist senior managers in the coordination of training and other opportunities for development when needed
- Ensure internal and external job and related opportunities are posted
- Provide Exit Interviews to Employees who have left the organization and provide annual reports on information received
- Assist in compiling input from senior managers through meetings, and annual surveys to employees and review with senior management

Performs Total Compensation administration:

- Ensure total compensation package information and forms are provided to eligible Employees and process with Finance Manager
- Assist in arranging Employee and Family Assistance Program orientations
- Administration, maintenance and plan changes to pension plans with Finance Department
- Administration, maintenance and plan changes to benefit plans with Finance Department
- Work with pension and benefit provider on inquiries; including short and long-term disability claims
- Be of assistance when needed for reviewing accommodations, restrictions and return to work plans for benefit provider claims and other sick leaves
- Ensure accident and injury reports and forms are complete and submitted to workplace accident/injury insurance provider and ensure senior management and ministry is notified when required
- Arrange annual meetings with Broker to review pension and benefit information with Employees
- Manage provider agreements (WP Financial, Industrial Alliance, Sun Life, Canada Life Pension, Homewood Health, HR Downloads) with Finance Manager and discuss any recommendations with Senior Management
- Monitor other organizational total compensation packages to ensure providing comparable or better incentives for recruitment and retention efforts

Maintenance of files and records:

- Ensure record of all aspects of employment history and personnel actions are in the individual personnel files, including: employee information sheets, employment contracts, performance evaluations, professional development, disciplinary actions, and any other documents related to the employment history of an employee
- Maintain record of approved BCR Motions
- Ensure all service provider agreements/contracts and forms are current and stored

Assist in providing safe and health work environment:

- Provide mediation services between employees when supervisors are in conflict
- Ensure Health and Safety Policy and Procedure Manual is revised and provided to senior managers
- Participate in Community Emergency Response Group meetings
- Act as a resource to the Health and Safety Committee meetings when needed
- Assist with finding training for Health and Safety Committee and Community Emergency Response Group members; and health and safety related training for employees
- During periods of emergency in the community, perform duties in accordance with the Community Emergency Response Plan

The efficient, responsible, and accountable use of all funds and resources entrusted to the Administration:

- Provide Senior Administrative Officer with invoices for approval and signature and keep record of
- Act as authorized signatory for all departments of the CNUFN for weekly accounts payable cheques if requested
- Ensuring that all financial decisions and actions are consistent with the directives and policies approved by manager if within authority or Council and consistent with approved budgets

Other:

- Manage and motivate direct reports to assist in making a positive impact on Programs/Departments and organization as a whole by supervising, fostering team environment and performance management

- Respond to inquiries and or delegate to appropriate personnel; responsible for hrmanager and Sun Life Secure E-mail accounts and ensuring human resource e-mail accounts (humanresources and employment) are monitored when needed
- Provide guidance to Employees based on best practice, policies and procedures
- Review proposed terminations with supervisor and legal, and provide information to Council with recommendation based on policy, acts, legislation and legal opinion
- Answer inquiries from Senior Administrative Officer and provide updates on competitions, positions, and other reports
- Research and assist in obtaining and maintaining ATS (Applicant Tracking Systems), HRIS (Human Resource Information Systems) and or payroll system with Senior Management to improve operation effectiveness and efficiency
- Respond to inquires from external parties such as service providers, Service Canada, Statistics Canada, Ministry of Labour Training and Skills Development, etc.
- Work with legal to respond to demand letters received from lawyers
- Write letters such as request for record checks and confirmation of employment letters and provide references
- Meet with senior management bi-weekly to review priorities, challenges and provide any recommendations based on occurrences
- Obtain external human resource and related professionals when needed in order to ensure operations run effectively and efficiently
- Liaise with Broker, legal and insurance providers when needed
- Be of resource to Board of Education when needed and based on Terms of Reference
- Attend training and other professional development as assigned
- Perform other duties as assigned that are reasonably related to the role

REQUIREMENTS

Education and Experience:

- Diploma in Human Resources and five (5) years' experience in Human Resource related roles OR High School Diploma with 10 years' direct experience in Human Resources with ability to complete training as directed
- Two (2) years' supervisory experience including coaching, mentoring and or training
- Experience working in a First Nation and or Indigenous community and or organization

Designations, Licences & Requirements:

- Membership in good standing with the HRP (Human Resources Professional Association); designation considered an asset
- Acceptable recent Criminal Record and Vulnerable Sector Check
- Training and Certification in WHMIS, Occupational Health & Safety Awareness, Workplace Violence & Harassment Training, COVID-19 Health & Safety, Health & Safety Overview

Knowledge, Skills & Abilities:

- Knowledge of federal and provincial acts, codes, regulations and legislation that pertains to human resources including the Canadian Labour Code, Occupational Health and Safety, Human Rights, etc.
- Understanding of the structure of a First Nation, First Nation cultural and or traditions
- Skilled with office equipment, computers and various software including Microsoft Office ie. Outlook, Word, Excel, etc.
- Ability to multitask, prioritize and delegate duties

- Demonstrated abilities in key human resource duties, including hiring, pension and benefit administration and maintenance, health and safety, training and development, investigations, report writing, performance management, personnel management, information management, conflict resolution including legal matters

PROBLEM SOLVING & COMMUNICATION

- Good written and verbal communication and customer service skills for interacting with internal and external individuals to build and maintain relationships; and presenting
- Solve problems across a range of subject matters, most often requiring complex analysis and assessment to create solutions and or recommendations with minimal supervision
- Adhering to confidentiality and handling private and sensitive matters and documents with discretion and tact
- Conflict resolution for handling difficult situations and or persons

DECISION MAKING & IMPACT

- Make decisions within policy using sound judgement that is unbiased and impartial to be fair and consistent
- Lead by personal example, to develop and motivate a capable team to assist in making a positive impact on Programs/Departments and organization as a whole
- Work with senior managers and management in planning and developing policies and procedures
- Bring forward recommendations based on best practice, policies, procedures, acts, codes, legislation that provides the least amount of risk to the organization
- Decisions can have impact on employees, expenses, safety, etc. and approved recommendations can affect the performance of the organization and long-term objectives and reputation

SAFETY RESPONSIBILITIES

- Ensure reporting employees are aware of Health and Safety Policy and Procedure Manual and Occupational Health and Safety acts and regulations
- Ensure reporting employees use prescribed protective equipment and/or devices
- Advise reporting employees of potential and actual hazards
- Take every reasonable precaution in the circumstances for the protection of reporting employees

STAFF REPORTS

- Human Resources Coordinator
- Health and Safety Coordinator 1 Year Term Contract
- Various term contract positions, when required

WORKING CONDITIONS

1. **Physical Demands** – Long periods of sitting in front of computer where concentration is required which can cause eye strain; standing, typing and some walking. Lifting of some objects not exceeding 10 pounds.
2. **Environment** – Mainly an office environment and indoor locations with lack of privacy at times with some exposure to outside during travel. Minimal exposure to hazardous material (cleaning supplies)
3. **Mental Effort** – Attention to detail, managing high workload, large scope with frequent interruptions and meeting deadlines; quick thinking for handling of difficult situations and or persons may be stressful.
4. **Position Type/Expected Hours of Work** – Regular full-time 37.5 hours per week with availability for additional hours on occasion for operation requirements

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I hereby acknowledge and agree to comply with the above description necessary to fill the position.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date