



Career Opportunity
Human Resources (HR) Officer
Sipekne'katik First Nations
Closing Date: October 23, 2020

General Description:

Under the direction of the Band's HR Manager, this position is responsible for providing day-to-day HR services for the Sipekne'katik's LSK School (L'nu Sipuk Kina'muokuom) and band office. If a fully qualified candidate is not identified during the recruitment process a "HR Officer-in-training" may be considered instead, who will receive on-the-job training to become fully qualified.

Responsibilities:

- Work with LSK staff to improve the working relationships between supervisors and co-workers.
- Assist with employee leave records, sick leave requests/benefits and policy enquires.
- Oversee the band's on-call list along that includes resumes and associated documents.
- Assist with the recruitment and hiring process.
- Assist new employees with the completion of new hire packages along with submitting applicable forms to payroll for processing and the social department for employment verification.
- Photocopying forms/new hire packages and maintaining HR-related records including personal files.
- Assist with the updating of information in the band's payroll system (Xyntax)
- Maintain various tracking systems that includes, but is not limited to, criminal/vulnerable record checks, training records, employee lists, annual evaluations and other required documentation as requested.
- Participate in learning/training events in order to increase knowledge in the field of Human Resources.
- Provide OH&S administrative support to LSK such as assisting with WCB claims and incident reports.
- Provide back-up support HR Coordinator during his/her absence.
- Other related duties as assigned, by Supervisors(s) such as forms creation, updating job descriptions, report/letter writing, attending meetings, coordinating HR events and research projects.

Qualifications:

- Post-Secondary education in a business-related field along with one year of related experience in an office or school environment. An equivalent combination of education and experience will be considered.
- Ability to learn how to interpret and apply HR Policies, procedures and legislation.
- Superior communication skills with a positive attitude and ability to support leadership decisions.
- Willingness to embrace lifelong learning and support organizational change.
- Must have excellent organizational, analytical, computer and written communication skills.
- Experience working and/or living in a First Nations Community.
- Demonstrated ability to maintain total confidentiality and remain unbiased at all times.
- The HR role can be very demanding with multiple priorities that requires the incumbent to having strong coping skills along with the ability to deal with the occasional upset employee.
- Must have a valid driver's license & reliable vehicle for travel.
- A criminal records check is required.



Please apply with a resume, cover letter and criminal records check to:

Human Resources Manager

Email employmentapplication@sipeknekatik.ca

Or

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0

DEADLINE: October 23, 2020

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. **Only those applicants who qualify for an interview will be contacted.***