

EMPLOYMENT OPPORTUNITY



Pictou Landing First Nation Human Resources Manager

About Us

Pictou Landing First Nation (PLFN) is a Community situated along the beautiful Northumberland Strait and has a population of approximately 500. We employ over 115 individuals and govern a number of programs offered in various departments that include, but are not limited to: Health, Education, Economic Development, Fisheries, Social Services and Commercial Business. We are currently looking for an experienced, mature, and knowledgeable individual to fill the role as **Human Resources Manager**.

Position Overview

Under the direction of and reporting to Chief and Council, the Human Resources Manager is responsible for providing information, advice and guidance to PLFN's Senior Management team on all Human Resource matters, and to ensure that best practices are shared and implemented within the organization. The Human Resources Manager is also responsible to ensure that PLFN is in compliance with applicable Occupational, Health and Safety, Employment Equity and Labour Standards legislation.

Overview of Responsibilities:

- Develop and coordinate the administration of plans, policies and procedures that relate to PLFN personnel
- Oversee and ensure adherence with the PLFN Occupational Health and Safety plans, policies, and associated actions
- Plan, organize and administer the activities and actions of all Pictou Landing First Nation HR matters
- Identify professional development opportunities, if required as related to human resource requirements and other performance challenges
- Writing reports for management, and provision of presentations or briefings to Chief and Council, if applicable
- Attend meetings as required and/or requested by the Senior Directors
- Continually seek education and training to remain culturally responsible and sensitive to needs of client(s)
- Any other related duties as required and as requested by the Executive Director or Senior Directors, such as to participate on committees or special projects
- Assist in the development of job descriptions and salary ratings
- Support managers with performance reviews of staff, performance challenges, and terminations, if applicable
- Policy review, implementation and development
- Identify professional development opportunities, if required as related to human resource requirements and other performance challenges
- Supervising, planning and overseeing operations and fiscal requirements

Position Requirements:

- Post secondary degree and/or certificate in a related field, such as human resource management, or business administration or other related discipline
- A minimum of five-years of direct experience working in a human resource and policy development capacity
- Experience in leadership capacity and personnel management
- Experience working in a fast-paced environment
- Ability to work effectively with other departments, levels of government, industry and the public
- Excellent communication skills, written and spoken
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality
- Proficiency in MS Office (Word, Excel, PowerPoint and Outlook, Adobe, etc.)
- Ability to work unsupervised with a high level of productivity with the ability to seek and take direction
- Ability to be adaptable, flexible, manage multiple priorities to ensure clients are well served and relationships are developed and maintained
- Ability to think analytically and critically while problem solving to identify specific needs and potential solutions
- CPHR designation is an asset
- Fluent Mi'kmaw speaker and writer is an asset
- Experience working in or with First Nation communities is an asset

Why work with us?

Pictou Landing First Nation is committed to providing a pleasant and healthy working environment for all its employees. As an organization, we understand that a great work/life balance is essential to success. As a full-time employee you can expect:

- An atmosphere that is both professional and family oriented.
- Enrollment in the organization's benefits packages on your first day of employment with no waiting period, which includes Health & Dental, and Employee & Family Assistance Program (EFAP).
- Generous amounts of paid time off (Paid Statutory Holidays plus St. Anne's Day and Aboriginal Day, Birthday, sick days, family days, Summer Shutdown (2 weeks), Christmas Shutdown (roughly 2 weeks), plus 2 weeks of discretionary vacation time.

If you would like to join The Pictou Landing First Nation Family, please see below on how to apply for this position.

Salary/Employment Term:

Salary Range: \$65,000 - \$80,000 per year. This is a Permanent Position (pending successful one-year probationary contract).

Application Deadline: February 12, 2023

Submit Cover Letter AND Resume to:

Chief Andrea Paul
c/o Pictou Landing First Nation
6533 Pictou Landing Rd., Fisher's Grant,
Nova Scotia B2N 5V3
Email: Andrea.p@plfn.ca

*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. **Only those applicants who provide an up-to-date CV along with a cover letter and qualify for an interview will be contacted.** The successful candidate may be required to submit a current criminal record check. **Non-Canadian applicants must be able to provide proof of current entitlement of eligibility to work in Canada.***