



EMPLOYMENT OPPORTUNITY Human Resources Manager

Position Title:	Human Resources Manager
Department:	Administration
Salary:	\$ 60, 000 – 80, 000 (based on qualifications and experience)
Term:	Full-time, permanent, 36 hours per week
Location:	Dependent on successful candidates' location
Position Reports to:	Band Manager

GENERAL DESCRIPTION

Acadia First Nation is governed as a custom band under the provisions of the Indian Act with established bylaws, policies and procedures. The First Nation's electoral system constitutes an election once every five (5) years with positions for one Chief and eight (8) councillors. Chief and Council elect, are the governing body responsible for making decisions for the overall health and well-being of communities, Elders, youth and families.

Acadia First Nation is unique in its geographical composition, spread throughout the Southwestern regions of Nova Scotia spanning five counties from Yarmouth to Halifax, encompassing six (6) reserves - Yarmouth, Ponhook, Medway, Wildcat, Gold River, and Hammonds Plains, in both rural and urban settings. To support administration and business operations, Acadia First Nation, with supporting staff, provides programs and services within two (2) Health Centres, a Youth Centre, two (2) Community Centres, six (6) administration offices, and six (6) business establishments, including human resources, health, social, economic development, employment, education, housing and maintenance, forestry and fishing.

AFN is currently recruiting for a Human Resources Manager, responsible for providing leadership and oversight to the development, delivery and provision for the overall Human Resource Management department services of Acadia First Nation administration and business operations of 270+ employees, in compliance with all applicable legal standards, including benefits, and providing advice, support and guidance to Directors, Managers and Supervisors.

DUTIES AND RESPONSIBILITIES

- Leads a full range of human resources management functions and services to support Acadia First Nation and its in achieving its goals and objectives including, but not limited to compliance, recruitment efforts, hiring processes, onboarding and orientation, compensation and benefits, employee relations, health and wellness, performance management, training and skills development, teamwork and team building, employment equity, diversity and inclusion and employee recognition
- Leads across several departments, addressing the day to day operations and activities regarding HR, and Benefits
- Executes the HR Strategic Plan that aligns with the AFN Strategic Plan
- Develops and maintains an HR Employee Database across administration and business operations
- Establishes and executes an HR Strategy and annual workplan
- Supports Business Operations with HR audits across business locations
- Provides an annual HR Report of activities, accomplishments, metrics and future initiatives for administration and business operations
- Collaborates with the Band Manager and senior leadership in administration and business operations to understand AFN's goals related to staffing and succession planning



- Plans, leads, develops, and coordinates with the Band Manager and senior leadership to implement policies, processes, training and skills development, initiatives and surveys to support the AFN's HR compliance and HR strategy needs
- Updates and Maintains the Acadia First Nation Human Resources Manual for administration and business operations
- Monitors and ensures AFN's compliance with all applicable legal standards
- Supports Band Manager and senior leadership with advice, support and recommendations regarding employee matters, including complaints and grievances, conducting research and investigations, understanding applicable legislation, discipline, termination, health and methods for improving employee relations
- Provides the tools, resources, advice and guidance to the Band Manager and senior leadership regarding disciplinary procedures including HR forms and templates, assistance with letters, meetings and all other disciplinary proceedings including termination to support the process.
- Collaborates with legal counsel and the Band Manager to support employee matters regarding Human Rights investigations and other complaints and grievances across administration and business operations
- Leads the development and implementation of the performance appraisal program, providing support, tools and resources to the Band Manager and senior leadership to conduct an annual employee performance review process
- Participates in senior management discussions and decision-making regarding HR related matters
- Leads the development and management of the HR filing system in administration and business operations, in compliance with all applicable legal standards
- Establishes and maintains a wide range of contacts, working collaboratively with AFN legal team members, AFN finance, Band Manager, Service Canada, federal & provincial labour departments
- Identify, lead, and develop proposals in response to funding programs to support HR initiatives
- May take training as required
- Required to work in all AFN communities; Yarmouth, Shelburne, Medway, Wild Cat, Gold River and Halifax
- Adheres to all Acadia First Nation Policy & Procedures

EDUCATION, CERTIFICATIONS AND EXPERIENCE

- Degree or Certificate in Human Resources related field from a community college or university and three years demonstrated experience or an equivalent combination of education and experience
- Preferably a CHRP or CIHRP designation
- Knowledge and understanding of First Nation governments and cultures
- Knowledge and experience working in a Mi'kmaw community is considered an asset
- Working knowledge of Employment Standards and other related Human Resources legislation
- Occupational Health & Safety training is an asset
- First Aid and CPR training is an asset
- WHMIS Certification is an asset
- Criminal record check required upon hiring

ABILITIES, SKILLS AND COMPETENCIES

- Excellent time management, coordination and organizational skills
- Ability to manage sensitive and complex situations with sound judgment, tact and discretion
- Excellent communication skills, both oral and written
- Demonstrates a professional work ethic; tact, diplomacy and respect
- Able to work independently, and as part of the senior management team
- Sound decision-making skills and abilities, with an aptitude for effective problem-solving
- Dispute resolution skills



- Demonstrated ability to work with sensitive information and to maintain confidentiality
- Strong computer skills and proficient in the use of Microsoft computer programs/applications
- Solid data management skills & abilities
- Detail oriented, demonstrating high level of accuracy
- Sound & ethical decision-making skills and abilities
- Investigative & research skills and abilities
- Solid business acumen, ability to understand and deal effectively with a variety of business risks and opportunities
- A commitment to fostering, cultivating and preserving a culture of diversity, equity and inclusion

Deadline to Apply: September 21, 2023

Acadia First Nation is 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.

Submit Cover Letter and Resume to resumes@acadiaband.ca **Please quote HRMANAGER# on your cover letter and indicate your salary expectations for this position.

AFN reserves the right to refuse any and all applications for employment and does not assume candidate expenses related to this recruitment process.

Only candidates selected for an interview will be contacted.