



**Job Opportunity-Now Hiring
Human Resource Manager
Application Deadline: December 21, 2023**

General Description:

Reporting directly to the Director of Administration the Human Resources (HR) Managers is responsible for overseeing HR functions in Sipekne'katik First Nation, ensuring the Policies & Procedures and legislation applicable to employment, employees and the employer are interpreted appropriately. This position collaborates with all departments on various initiatives such as recruitment, retention, performance management, training and employe benefits.

The HR Manager will lead the HR team and play a crucial role in team/department development, duty and task delegation and provide guidance and support to the officers, coordinators, and assistance within the department.

Responsibilities:

- Develop and direct the annual strategic plans for the department and staff.
- Delegate duties, tasks and responsibilities to the department staff.
- Oversee department deliverables and provide guidance/support where required.
- Recruitment & Staffing
 - Oversee the complete recruitment cycle and selection process.
 - Develop and deliver employment offers, negotiations and finalizing contracts.
 - Oversee departure and termination process.
 - Develop and maintain departmental role descriptions.
 - Develop and oversee the on-boarding/off-boarding process and support directors/managers in the delivery.
 - Work strategically with Chief & Council, Directors, and Managers to support the development of the Sipekne'katik organizational chart.
- Budget
 - Manage the Staff Training/Professional Development budget for all departments.
- Benefit Management
 - Oversee and regularly review the benefit program, Extended Health Benefits, Long and Short-term Disability, Pensions and Leave.
- Organizational Policies
 - Develop and provide recommendations for all organizational policies that involve Human Resources interaction.
 - Provide policy direction and interpretation to all departments, staff and contractors.
- Committee Leadership
 - Schedule, Coordinate and ensure effective collaboration when determine the course of action for high-risk and/or other requests outside the HR Manager purview, HR Committee
 - Establish relationship with external First Nation and Government organizations to maintain Best Practices for HR in First Nation Communities/Organizations.
 - Provide bi-weekly Chief and Council updates on relevant HR initiatives, concerns or direction.
- Employee Relations
 - Oversee all WCB Claims and support any investigation that may be required.
 - Provide support and direction to access the employee & Family Assistance Program (EAFP).



- Determine and oversee any internal/external training opportunities; determined in collaboration with department Managers/Directors.
- Provide Employer/Employee support in labour dispute/conflict resolution, formal complaint submission and process.
- Provide support and guidance to Directors and Managers to successfully approach departmental/employee concerns or matters.
- Develop a restorative and collaborative approach to dispute resolution.
- Other duties as reasonably required or assigned by Directors; may include but not limited to report/memo writing, presentations, and/or special projects.

Qualifications and Education:

- Undergraduate degree in a related field; HR Management preferred, Business Administration, Labour relations, Psychology. Proven experience may be considered in place of formal education.
- Education and accreditation from and accredited educational institution with a focus on Human Resource Management; CPHR, AFOA CIHRP, CIL, CAPA considered an asset.
- Minimum of 5 years working in the Human Resource Field
- Minimum of 3 years in a management position or a position that you were required to supervise 3+ people.
- Ability to communicate effectively through various mediums.
- Knowledge of Indigenous and/or Mi'kmaw communities/organizations.
- Must have a valid driver's license & reliable vehicle with automobile insurance.
- A satisfactory criminal records check is required. Having a criminal record is not a determinate factor on employment.

Working Conditions:

- Normal work week is 35 hours/week, 7 hours/day
- Work is completed in a comfortable office environment with an extensive amount of time sitting at a desk and using a computer.
- May be required to lift or move large binders, files, boxes, etc.
- Require high degree of concentration and attention to detail in a deadline driven environment.

Compensation: Commensurate with the candidates' background, experience and educational background.

Benefits:

This position comes with a variety of benefits including health, dental, disability and life insurances, an employee & family assistance program and employer pension plan. This is a one-year contract with the opportunity for renewal and subject to the policies of Sipekne'katik.

We encourage all Indigenous applicants to self identify their nation and community with their application to this position.

Please see next page for the application process and requirements.



Please apply with a resume, cover letter and Criminal Records Check to:

Human Resource Department

Email: employmentapplication@sipeknekatik.ca

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0.

Note: candidates applying on this position may be contacted to apply or be offered similar vacancies.

We are an equal opportunity employer; however, qualified Indigenous 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-related 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.