

# EMPLOYMENT OPPORTUNITY



## The Confederacy of Mainland Mi'kmaq Department of Finance and Administration Human Resources Manager

### About The CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing the eight Mi'kmaq communities of mainland Nova Scotia. Our mission is to proactively promote and assist Mi'kmaq communities' initiatives towards self-determination and enhancement of community. The CMM's Department of Finance and Administration is currently recruiting a motivated and knowledgeable candidate to fill the role of **Human Resources Manager**.

### Position Overview

Under the direction of and reporting to the Associate Director, Human Resources, the **Human Resources Manager** provides employment-related guidance and support to senior management and employees. This position will work to prevent and resolve problems or disputes and assist in enforcing policies in the workplace. The Human Resources Manager will carry out responsibilities including total compensation, training and development, performance management, records retention and employee relations. This position will be the first point of contact for all aspects of the Human Resources department.

### Overview of Responsibilities:

- Develop and implement HR strategies and initiatives aligned with the overall business strategy, under the guidance of the HR Director.
- Act as the first point of contact to address and resolve management and employee relations matters, fostering a positive and productive work environment.
- Oversee the recruitment and selection process, ensuring a fair and efficient process.
- Maintain and administer the compensation and benefits programs and database (Korn Ferry Architect).
- Identify and address training needs, developing and implementing training programs.
- Support employee development and retention initiatives.
- Ensure adherence to legal standards in HR practices.
- Stay up-to-date with changes in labor laws and regulations.
- Provide regular reports and analysis to the HR Director on key HR metrics and trends.
- Support decision-making by providing data and insights.

### Position Requirements:

- College Diploma or University Degree, with concentration in Human Resources, Public Relations, or other related discipline;
- **Minimum 5 years work** experience in a Human Resources department or setting (or combination of experience and education);
- Demonstrated experience in Employee Relations and Engagement, Total Compensation and Rewards practices, Recruitment and Retention, Performance Evaluation, and Training and Development
- Proficiency in with Office365.
- Deep working knowledge of Nova Scotia Labour Code and Federal Labour Standards

- Strong work ethic and ability to work in an environment requiring discretion and confidentiality.
- Excellent communication skills – both written and oral.
- Successful completion of Criminal Records Check.
- Valid Driver's license and ability to travel within Nova Scotia if required.

**Position Assets (not required):**

- Knowledge of Korn Ferry Job Evaluation theory and management, Korn Ferry Architect.
- CPHR designation or working toward completion of designation.
- Familiarity and ability to work with HRIS software.
- Working knowledge of Mi'kmaq culture, communities, and organizations.

**Why work with us?**

The Confederacy of Mainland Mi'kmaq (The CMM) is an organization which is committed to providing exceptional work/life balance to its employees. **As such, we are currently testing a four-day work week. Staff who qualify work 28 hours per week but are paid for 35 hours. We also offer flexible daily start and end time.**

(\*This test will continue until further notice and may be adjusted to meet organizational needs as required.)

In addition, as a full-time employee you can expect:

- An atmosphere that is a great mix of fun and professionalism, and deeply 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 Assistance Program (EAP).
- Generous amounts of paid time off including Paid Statutory Holidays plus St. Anne's Day and Aboriginal Day, Summer Shutdown (2 weeks), Christmas Shutdown (roughly 2 weeks), plus minimum of 1 week additional vacation time (up to 2 weeks with 10 years of service).
- Social Committee, Staff Days, Staff Knowledge Days, etc.

**If you would like to join The CMM Family, please see below on how to apply for this position.**

**Salary/Employment Term:**

Salary Range: \$61,714.00 to \$86,400.00 per year (Grade 4). This is a Permanent Position (pending successful one-year probationary contract).

**Application Deadline: Open until filled**

Submit Cover Letter AND Resume to:

Human Resources  
c/o The Confederacy of Mainland Mi'kmaq  
PO Box 1590, Truro, Nova Scotia B2N 5V3  
Email: [HR@cmmns.com](mailto:HR@cmmns.com)

**PLEASE NOTE**

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.

**All candidates must submit RESUME along with a COVER LETTER.**

**Only Those Candidates Selected For Interview Will Be Contacted.**

**Applicants must provide proof of CURRENT Canadian Citizenship or Permanent Residency.**

**Depending upon position, successful candidates may be required to submit a current criminal record check.**