

JOB POSTING DETAILS

Employer	Garden River First Nation (Ketegaunseebee Garden River First Nation)	Job Type	RI
Job Title	Human Resources Manager	Duration	Full Time
Job ID	11777	Location	Sault Ste. Marie
Date Posted	November 18, 2021	Closing Date	December 2, 2021

Job Overview - Description & Duties

GARDEN RIVER FIRST NATION IS HIRING

In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.

Position: Human Resources Manager

Starting Range: Under review

Location: Administration Office - Garden River First Nation

Report to: Executive Director

Position Summary

Reporting to the Executive Director of Garden River First Nation, the Human Resources Manager will be responsible for a broad range of human resources services for Garden River First Nation and supporting the Elected Chief and Council. The Human Resources Manager shall be responsible for but not limited to reviewing current GRFN policies and making recommendations to the Chief and Council or designate, maintaining and monitoring confidential employee files and documents, monitoring health and safety programs; assisting with recruitment of staff performance management and staff relations. The Human Resources Manager functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities. Garden River First Nation employs approximately 300, fulltime, part time, and contract employees.

Duties

- Manage, lead and develop the HR administrative team
- Manage payroll and benefits administration for GRFN employees
- Provide advice, support, and collaborate with managers and directors
- Develop and implement strategy to attract, recruit and retain talented employees
- Develop, update and recommend new HR policies and procedures, ensuring compliance with applicable legislation
- Develop performance management strategy and oversee the performance evaluation process
- Support managers with attendance management, disability management
- Promote and ensure a safe workplace environment
- Perform other duties as may be required or assigned

Required Skills

Qualifications

- Post secondary education related to human resources -- CHRP/CHRL designation is an asset
- Minimum five years' human resources management experience and other related managerial experience
- Strong working knowledge of current employment legislation (previous experience with Canada Labour Code is an asset)

- Demonstrated experience with HRIS systems (e.g. Dayforce)
- Superior oral and written communication combined with strong presentation and facilitation skills
- Demonstrated experience with conflict resolution and workplace investigation
- Ability to set priorities and identify plans of action
- Ability to work effectively with employees and community members of GRFN
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions
- Ability to use good judgment in assessing difficult situations
- Ability to be consistent and display a positive/helpful attitude
- Flexibility required to keep pace with an ever-changing environment
- Willingness to accept changes in work practices and technology
- Ability to work under pressure to meet deadlines
- Ability to work independently and collaboratively as a member of a team
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Excellent computer skills (including MS Word, Excel, Internet, Email, Outlook);
- Must undergo a criminal record and vulnerable sector check prior to employment (At Applicant Expense).

Other Requirements

NA

How to Apply

For a copy of the full job description please email employment@gardenriver.org and one can be forwarded

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: December 2nd, 2021 at 4:30pm.

Please address the envelope and/or email " HRM- 2021-98" and submit to:

Human Resources

Garden River First Nation

7 Shingwauk Street, Garden River, ON P6A 6Z8

Email: employment@gardenriver.org

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PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.