



### Human Resources Generalist

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#### Come Grow With Us!

Department: Human Resources  
Posting Date: October 28<sup>th</sup>, 2022  
Location: Nipissing First Nation, ON  
Schedule: Standard Work Week  
Job type: Full-time, Permanent  
Vacancies: 1  
Reports To: Manager, Human Resources

As part of the Human Resources Team, the Human Resources Generalist will support Nipissing First Nation by contributing to the development of, implementation and the support of human resources programs designed to maximize performance and meet strategic priorities.

The Human Resource Generalist will work directly with employees, managers and the HR Team to develop, implement, support and evaluate HR systems and practices.

The Human Resource Generalist is a leader within the organization and is committed to supporting a positive corporate culture, strong partnerships, effective communication, and performance management principles.

#### What you'll do in the role

- Respond to inquiries and coaching managers and employees on HR related policies, programs and procedures
- Responsible for annual summer student hiring including but not limited to the submission of funding applications, job fair(s), recruitment, onboarding and offboarding and funding report submissions
- Conduct exit interviews for all departing employees, prepare reports and review trends
- Contribute to continuous improvement and best practices to influence human resources strategies and be a driving force to support the delivery of human resource serv
- Provide in end-to-end recruitment activities including facilitation of interviews
- Support annual review process through development, implementation and review of processes
- Proof letters, documentation and data entry by other members of Human Resource team
- Assist in the investigation of employment related matters raised by either management or staff, including complaints and investigations
- Provide back up support for all data entry
- Provides support and training as required to employees related to the HRIS
- Coach Managers on HR best practices and draft performance improvement letters under the guidance of the Manager of Human Resources
- In conjunction with the Human Resource Coordinator, schedule and lead employee orientations for all new employees ensuring a welcoming first impression. Set up and update all employee documentation/ set up including payroll and IT



## Employment Opportunity

### Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

### What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe
- Must have a degree in Human Resources or Business or related education
- Minimum of two years' experience working in professional office setting, preferably within Human Resources
- Certified Human Resources Professional is considered an asset
- High level sensitivity to Native issues
- Must have experience in Human Resources including recruitment, HR administration and benefits management
- High level computer skills including working knowledge of computer-based data management programs
- Exhibits a high degree of initiative and self-direction; good analytical, organizational, verbal, and written communication skills
- Solid background in research; ability to conceptualize, gather data and provide solid recommendations
- Ability to work with tact and discretion
- Excellent communication skills, both oral and written
- Strong interpersonal skills, ability to multi task and manage sensitive information is required

### Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **Closing November 11<sup>th</sup>, 2022 - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two

#### **Closing November 18<sup>th</sup>, 2022 - 2nd Round**

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three



## Employment Opportunity

**Closing November 25<sup>th</sup>, 2022 - 3rd Round**

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled

***Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions. Work experience and training opportunities are taken into consideration when screening applications.***

***Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.***

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm on the application deadline noted above.

**Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.**