



# Manager, Human Resources

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Department: Administration  
Posting Date: Friday, January 19, 2024  
Location: Nipissing First Nation, ON  
Schedule: Standard Work Week  
Job type: Fulltime/Permanent  
Vacancies: 1  
Reports To: Director, Administration  
Starting Salary: \$72,982.00

A trusted advisor, the Manager, Human Resources is responsible for providing support, coaching and guidance to management and employees using best practices and in alignment with the culture and values of Nipissing First Nation.

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

- Assess and resolve Human Resource programs, services and issues using effective approaches to resolution and within the mindset of progression and continuous improvement
- Develop, maintain and update the Nipissing First Nation Human Resource Policy including an annual review of all included policies.
- Provide advice, guidance and direction with regards to the interpretation of policy, Canada Labour Code, Human Rights legislation and other regulatory legislation
- Lead investigative meetings with respect to human rights, discrimination and disciplinary cases
- Develop and coach effective employee relations, acting as a resource to management
- Provide advice, guidance and coaching to manager on a variety of employee issues including performance management, discipline, discharge, harassment and conflict cases
- Responsible for the management and resolution of employee investigations within the framework outlined in legislation, policy and processes
- Monitor legislation changes and make recommends as needed on issues related to human resources or issues of importance to the First Nation to ensure ongoing compliance with relevant legislation
- Manage, direct and supervise human resources team by providing coaching, direction and support in functional areas
- Review, update and develop recruitment activities
- Responsible to support full cycle recruitment activities related to all management vacancies
- Oversee Human Resource programs such as Benefits, Pension, Engagement (employee surveys, exit interviews), Benefits Committee
- Accountable for the development, maintenance, record management and rollout of training including the creation of a training matrix for organization
- Lead performance management and employee review processes
- Oversee all benefits programs and support department as needed
- Work with managers and Human Resource team regarding disability management and Return to Work

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



## Employment Opportunity

- 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, Dental, 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 Bachelor's degree in human resources, business or related field.
- Minimum five year human resources experience, preference given for those with management experience
- Must have a recent (within 3 months) Criminal/Police Records Check and Vulnerable Persons Check
- CHRP, CHRL or CPHR certification is strongly preferred
- Ability to manage complex sensitive situations while maintaining tact, professionalism and confidentiality
- Proficient computer experience in Microsoft 365
- Strong communication and interpersonal skills
- Adept in problem-solving and conflict resolution
- Excellent organizational and multitasking abilities

### Application Deadlines:

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

#### **Closing February 2, 2024 - 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 February 9, 2024 - 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

#### **Closing February 16, 2024 - 3rd Round**

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



## Employment Opportunity

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.

**Are you a member of NFN? If so, please read below:**

- ✓ *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.*

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