



### Human Resources Generalist

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Department: Administration  
Posting Date: February 23, 2024  
Location: Nipissing First Nation, ON  
Schedule: Standard Work Week  
Job type: Fulltime/Permanent  
Vacancies: 1  
Reports To: Manager, Human Resources  
Starting Salary: \$62,080.20

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

- Provide support and education to staff on HRIS platform
- Research and coordinate the development of new HR policies and procedures. Assisting in the maintenance, administration and communication of same.
- Maintain practices that ensure compliance with company, regulatory, legal and ethical policies and Participate in compensation and benefit survey reviews
- Provide support in the absence of the Human Resources Coordinator
- Support the creation, implementation and maintenance in areas such as succession planning , employee retention strategies, work place wellness initiatives, and written documentation such as briefing notes or performance letters as required
- Performs such other related duties as may reasonably be required by the First Nation Human Resources Manager
- Update and maintain training database
- Create and maintain training plans and matrix for all positions
- Initiate, develop, and deliver training courses as required
- Coordinate and administer recurring training
- Support development and implementation of organization training plan
- Facilitate learning workshops for managers and employees
- Responsible for managing leaves of absence program, including support the employees and managers through the leaves process.
- Responsible for the application and administration of WSIB program
- Provide guidance to management on the administration of the sick leave plan, including medical leave of absence, LTD, vocational rehabilitation, Worker's Compensation, etc.
- Manage tracking by monitoring use, providing reports and conducting trend analysis
- Conduct exit interviews for all departing employees, prepare reports and review for trends
- Coach Managers on HR best practices and draft performance improvement letters under the guidance of the Manager of Human Resources.
- Contribute to continuous improvement and best practices to influence human resources strategies and be a driving force to support the delivery of human resource services
- Access HR databases to report on trends and emerging issues.
- Gather statistics, complete studies, analyze and prepare reports on a variety of HR issues or 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



## Employment Opportunity

- Work with the Human Resource Coordinator 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
- 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

### **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, 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 1-3 years' experience in Human Resources including: recruitment, HR administration and benefits management
- Must have Post Secondary Diploma in Human Resources or Business Administration
- High level computer skills including working knowledge of computer-based data management programs for administrative purposes.
- Exhibits a high degree of initiative and self-direction; good analytical, organizational, verbal, and written communication skills.
- Solid background in research; ability to conceptualize.
- Ability to work with tact and discretion.
- Excellent communication skills, both oral and written
- Strong interpersonal skills

### **Application Deadlines:**

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

#### **Closing March 8, 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



## Employment Opportunity

### Closing March 15, 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 March 22, 2024 - 3rd Round

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

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.**