

Human Resources Manager

Job Responsibilities:

Paqtnkek Mi'kmaw Nation and Bayside Corporate are seeking an experienced and motivated individual to work as a team member to maintain and enhance the organization's human resources. By planning, implementing, evaluating employee relations, human resources policies, programs, and practices for Paqtnkek Administration and Bayside Corporate. The HR Manager will be the go-to person for all employee-related issues. The HR Manager duties will involve managing activities such as job design, recruitment, employee relations, performance management, training & development, and talent management. The HR Manager is important to business success. The People are the most important asset, and the HR Manager is the one to ensure that our corporate and administration have a happy and productive workplace where everyone works to realize our established mission and objectives. Promoting corporate values and shaping a positive culture is a vital aspect of a complete HR Manager job description and specification. The HR Manager will report directly to the Band Administrator and Bayside Corporate CEO.

Human Resources Manager Job Duties:

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Nurture a positive working environment.
- Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing

the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.

- Ensures legal compliance by monitoring and implementing applicable human resource federal and provincial requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains historical human resource records by designing a filing and retrieval system, keeping past and current records.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Completes human resource operational requirements by scheduling and assigning employees, following up on work results.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Maintains human resource staff job results by counseling and disciplining employees, planning, monitoring, and appraising job results.
- Contributes to team effort by accomplishing related results as needed.
- Recommend new software to address personnel needs, like performance review tools.
- Address employees' queries (e.g. on compensation and labor regulations).
- Address Hiring Practices, Human Resources Management, Benefits Administration, Performance Management, Communication Processes, Compensation and Wage Structure, Supports Diversity, Classifying Employees, Employment Law, Laws Against Sexual Harassment, Organization and Corporate Goals, Workplace Bullying.
- Occupational Health and safety Reviews with OHS team and Managers.
- Knowledge and implementation of the Financial Administrative Laws
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital.

Requirements

- Proven work experience as an HR Operations Manager, HR Manager, or similar role
- People oriented and results driven.
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation, and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company and First Nation Administration.
- Good knowledge of labour laws
- Hands-on experience with Human Resources Information Systems: Xyntax would be an asset.
- Experience designing compensation and benefits packages.
- Ability to develop & update clear and fair company policies.
- Excellent analytical and decision-making abilities
- Team management skills and HR best practices

Education Requirements

Applicants with backgrounds in the Bachelor of Business Administration: Human Resources, Aboriginal Financial Officers of Canada: CIHRP, and Business College HR.

Equivalencies may be considered. Candidates may be considered for other similar positions with the Paqtnkek and Bayside Corporate. Interested candidates are asked to submit their cover letter and resume along with three current work references no later than

Attn: Charmaine Jesty (Paqtnkek NEO and Bayside Corporate Employment Officer)

neo@paqtnkek.ca

RE: Manager, Human Resources

Only those applicants selected for an interview will be contacted. Candidates may be considered on future competitions. Thank you for your interest in this competition.

Application Deadline: Sept 03, 2021 @ 4pm

Job Types: Full-time with a possibility of renewal

Salary Determined on Experience

Benefits: Company Pension and Medical Benefits & Employee and Family Assistance Program