



EMPLOYMENT OPPORTUNITY

MANAGER, HUMAN RESOURCES & ADMINISTRATIVE OPERATIONS

Internal/External Posting – April 21, 2021

Michipicoten First Nation is a vibrant Ojibway First Nation community located on the white sands (north east shores) of Lake Superior. The registered population is approximately 1,230 with 70 members living on reserve. With a strong sense of community and cultural identity, Michipicoten First Nation strives to maintain harmony and balance with Mother Earth, neighbouring First Nations, and surrounding communities.

Michipicoten First Nation is seeking a results-oriented and strategically focused Manager with exceptional interpersonal skills to assist in creating a client focused and employee-oriented, inclusive organization that emphasizes empowerment, professionalism, and productivity. Reporting to the Executive Officer, the Manager, Human Resources and Administrative Operations will lead the development of human resource policy and programs and manage the administrative operations under the direction of the Executive Officer. The successful candidate will also provide leadership and guidance to the other managers and supervisors across the organization to ensure all employees have clarity on their roles and their unique contributions to organizational goals. The successful candidate must live within commuting distance to Michipicoten First Nation, or be willing to relocate to the area.

PRIMARY RESPONSIBILITIES

Management

- Act as an advisor to managers, supervisors, and staff regarding policies and procedures
- Oversee the administrative team to ensure assigned goals are achieved, tasks are distributed effectively, deliverables are documented, and necessary completion timelines are achieved.
- Conduct personal development and performance management planning for the Administrative team
- Maintain HR records and human resources management systems

Recruitment & Onboarding

- Assist with determining staffing requirements
- Oversee the recruitment process: prepare job descriptions, post notices and advertisements, collect and screen applications, prepare interview questions, administer pre-employment testing, establish interview team, and schedule interviews
- Coordinate employee onboarding: Draft employment agreements, arrange for completion and signing of employment policies/forms and new hire forms, and work with Manager/Supervisor to create initial training plan

Performance Management

- Provide leadership and coaching to managers and employees on key workplace matters such as performance management, difficult conversations, employee relations, and employee development
- Update employment policies ensuring compliance with relevant legislation and draft new policies as required
- Ensure that employees comply with company policies, procedures, and ethical standards
- Oversee performance evaluation process and provide managers/supervisors with evaluation schedules
- Ensure that employees adhere to all health and safety regulations
- Handle employee complaints and incidents, including conflict resolution, accidents, health and safety concerns, work refusals, and investigations
- Research and recommend incentive programs to improve employee recognition

Attendance Management

- Administer employee benefit & pension plans
- Manage employee protected leaves: obtain medical and other documentation to support absence, maintain regular contact with employee, address accommodation requests, and work with Managers/Supervisors to prepare return to work plans

Training & Development

- Develop and assign training programs that are based on regulatory requirements and best practices
- Work with Managers/Supervisors to identify training programs and assist with funding applications

Health & Safety

- Oversee activities of the Health & Safety Committee
- Ensure health & safety compliance and training

WORK CONDITIONS

- Working in a busy office environment with frequent interruptions
- Interaction with employees, management, and external organizations

JOB REQUIREMENTS

- One (1) or more of the following post-secondary credentials: degree, diploma or certificate in management, human resources, or business administration. Other equivalent combinations of directly related education and directly related experience may also be considered.
- CHRP or CHRL Designation (asset)
- Ten (10)+ years of experience in combined human resources and administration.
- Minimum five (5) years supervisory or managerial experience
- Good knowledge of labour, human rights, pay equity, and occupational health and safety legislation and regulations
- High level of proficiency with MS Office (Word, Excel, PowerPoint)
- Knowledge of First Nations, First Nation organizations, their mandates, and structures
- Ability to develop clear and fair policies that conform to existing legislative framework
- Excellent analytical and decision-making abilities

- Excellent written and communication skills with a clear sense of diplomacy
- Strong organizational skills having managed multiple employees and teams
- Driver's license and access to vehicle
- The successful candidate will be required to produce a satisfactory criminal record check.

TERM Full-time, Permanent

WAGES

MFN offers a comprehensive employee benefit package and competitive salary based upon experience and qualifications. This position is a salaried position and may require after hours or extended hours based on activity.

TO APPLY

Interested persons may submit their cover letter & resume **as one document** by email to Lisa Belanger hr@michipicoten.com no later than **May 14, 2021**. **Please include the job title in the email subject line.**

Michipicoten First Nation may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate accepts to follow a training plan determined by Michipicoten First Nation as a condition of employment.

Michipicoten First Nation is dedicated to promoting equity and diversity and serving the interests of their citizens. The successful candidate will be primarily engaged in serving the interests of Michipicoten citizens and Michipicoten will give preference to citizens and Indigenous candidates who possess the necessary qualifications.