

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Matawa Education Department – Human Resources Policy Officer

PURPOSE OF THE POSITION

Reporting to the Education Department Manager, the **Human Resources Policy Officer** is responsible for providing support to the Matawa First Nations schools and education authorities in the areas of care and support of students attending school off-reserve, and supporting Matawa First Nations schools in policy implementation for hiring and recruitment practices.

SCOPE

The Human Resources Policy Officer will provide support in updating policies reflecting students attending school off-reserve, including boarding home practices, after-hours care, emergencies, and staff-related training. The Human Resources Policy Officer will also be responsible for establishing human resources policies and processes for Matawa First Nations schools and education authorities which will enhance proper procedures for teacher recruitment, screening, hiring, retaining, terminating, professional development, and/or compensation for personnel required to deliver education services. Proper practices and procedures will allow for safe schools and the well-being of the students. The Human Resources Policy Officer will develop a Matawa-wide human resources plan that the Matawa schools and education authorities can refer to as a guideline.

The Human Resources Policy Officer will be up-to-date on current policies and practices related to student care and staff employment, as well as First Nation and provincial education. This will include on-going liaison with external provincial, federal and professional agencies and organizations.

Under the direction of the Education Department Manager, the Human Resources Policy Officer will liaise with the Matawa Regional Advisory Committees on Education regarding current and proposed education initiatives related to the care and support of students attending school off-reserve, and safe hiring practices and procedures.

RESPONSIBILITIES

1. Development of human resources policies and procedures

Main Activities

- Update and enhance existing policies reflecting students attending school off-reserve including boarding home practices, after-hours care, emergencies, and staff-related training
- Develop policies for the care of students attending high school in Thunder Bay
- Develop a human resources plan as a guideline for the Matawa schools and education authorities
- Support the Matawa First Nations schools and education authorities in updating and enhancing existing proper procedures for teacher recruitment, screening, hiring, retention, termination, professional development, and/or compensation for personnel required to deliver education services

2. Administration

Main Activities

- Assist in the recruitment, screening, hiring, retention, termination, and professional development of staff for the Matawa Education Department
- Review and revise job descriptions for the Matawa Education Department as required under the Matawa First Nations Management Human Resources Policy and ISO standards
- Revise and review the interview questions used for hiring of Matawa Education Department staff
- Assist in the education and compliance of staff with Matawa First Nations Management Human Resources Policy, Financial Policy, ISO standards, and other policies related to human resources

3. Reporting and Presentations

Main Activities

- Prepare and present reports as required by the Education Department Manager
- Assist with the preparation of reports and presentation materials for various audiences
- Assist with the preparation of annual Education Department reports and documentation for the Matawa Chiefs Assembly

4. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- A diploma or degree in a Human Resources related field with a minimum 5 years successful demonstrated human resources experience, or an equivalent combination of education and experience
- Understanding of issues and requirements related to information privacy and access, and confidentiality of an individual's personal information and records
- Knowledge and understanding of the Ontario Provincial and First Nations education systems
- Knowledge of First Nation Governments, cultures and lifestyles
- Knowledge of the Ojibway language is an asset

Skills

- Ability to communicate effectively both orally and in writing
- Excellent written, verbal and interpersonal skills
- Demonstrated presentation, research and analytical skills
- Demonstrated ability to achieve results through a consultative approach
- Ability to work effectively with First Nations partners and external organizations to meet project deadlines and objectives;
- Ability to work effectively with other staff, administration, government and First Nation organizations
- Knowledge and experience with computer systems and related office and education (Microsoft and Apple environments)
- Valid Ontario driver's license

Personal Attributes

- Able to perform work duties with minimal supervision
- Maintain confidentiality
- Willing to travel as required
- Have a current Criminal Record Check and tuberculosis skin test

WORKING CONDITIONS

Physical Demands

The Human Resources Policy Officer may have to travel to Matawa First Nation communities in all weather. They may have to lift, carry and manage equipment and supplies. They may have to

work odd or long hours at a time to complete special requests or projects. The Human Resources Policy Officer may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Education Department may be a busy facility. The Human Resources Policy Officer may have to manage a number of projects at one time, and may be interrupted frequently. The Human Resources Policy Officer may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer that may cause eye strain and occasional headaches. The Education Department may be noisy and busy making it difficult at times for the Human Resources Policy Officer to concentrate.

Mental Demands

The Human Resources Policy Officer will have to manage a number of requests and projects at one time. They must be aware of Tribal Council business in the communities and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Chief Executive Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.