

# MATAWA FIRST NATIONS MANAGEMENT



## Job Description

## Human Resources Manager

## **PURPOSE OF THE POSITION**

Reporting to the Chief Executive Officer, the **Human Resources Manager** is responsible for providing Human Resources support to the Matawa First Nations Management Organization (MFNM) as a whole. The position will support the company's strategic goals to help drive the design, planning and implementation of these programs and policies while ensuring compliance with all relevant government legislation.

## **SCOPE**

The Human Resources Manager will be accountable for establishing and instituting policies and processes for MFNM to ensure that the overall administration, coordination and evaluation of human resources plans and programs are realized. Additionally, they may be asked to provide guidance and expertise to the Tribal Council member communities if and when required.

One of the primary purposes of the position is to ensure employee relations remain at high levels. In an effort to do this, the Human Resources Manager will be the primary contact for all matters relating to compensation and benefits as well as be tasked with investigating and resolving all matters pertaining to work place accidents, employee conflict, grievances, as well as complaints of discrimination and harassment.

The Human Resources Manager will be responsible for ensuring staffing levels for all departments are at optimal levels. As a result, they will be required to be a part of continuous evaluation of staffing levels as well as taking part in the entire recruitment process when required. This will include creating job postings, participating in job fairs, resume screening, hiring staff, workforce retention, terminating employees, professional staff development, and compensation.

The Human Resources Manager will research and stay up-to-date on current policies and practices related to all pertinent Federal, Provincial and First Nation legislation. This knowledge should include extensive knowledge of the Employment Standards Act, Labour Relations Act, Human Rights Legislation and the Occupational Health and Safety Act, among others. There will also be an expectation for on-going cooperation with external provincial, federal and professional agencies and organizations.

## **RESPONSIBILITIES**

### 1. Development and enforcement of human resources policies and procedures

#### Main Activities

- Direct and coordinate human resources activities, such as employment, compensation, benefits, and training;
- Advise management and staff on all Government policies related to Human Resources, Human Rights, Labour Law and/or other relevant legislation;
- Research for current and changing government legislation and develop company policies to ensure compliance accordingly;
- Investigate all complaints of discrimination, harassment, sexual harassment, grievances, acts of violence and workplace disagreements;
- Organize professional development and training opportunities;
- Develop and maintain a human resources system that meets management information needs;
- Investigate accidents and workplace incidents and documentation of associated events with reporting of all necessary information to appropriate governing bodies;
- Coordinate time off due to long and short-term injury claims, as well as return to work or modified duty offers;
- Act as a coordinator on the Joint Health and Safety Committee (JHSC), including organizing and attending meetings, scheduling workplace inspections and other JHSC activities, and maintaining all JHSC documentation and records.
- Develop, update and maintain the Matawa First Nations Management Human Resource Policy

### 2. Administration

#### Main Activities

- Assist in the recruitment, screening, hiring, retention, termination, and professional development of staff for Matawa;
- Plan and conduct new employee orientation;
- Provide information on benefits programs such as life, health, dental and pension plans;
- Organize vacation, sick leave, leaves of absence, and modified hours for staff;
- Assist supervisors and department managers in the management training in promotions, performance review including appropriate documentation of these activities;
- Create and/or revise job descriptions as required under the Matawa First Nations Management Human Resources Policy and ISO standards;
- Analyzes wage and salary reports and data to determine competitive compensation plan;
- 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;

- Prepare employee separation notices and related documentation, and conduct exit interviews to determine reasons behind separations;
- Contract with outside suppliers to provide employee services, such as temporary employees, search firms, or relocation services, if and when required;
- Assist in developing forms and to support managers with new hires
- Working with IT Department on systems supports for new hires/employees

3. 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;
- Extensive knowledge of Labour Relations Act, Human Rights Legislation, Occupational Health and Safety Act, Employment Standards Act and other related legislation;
- Understanding of issues and requirements related to information privacy and access, and confidentiality of an individual's personal information and records;
- Possession of or working towards CHRP designation would be an asset;
- Knowledge and understanding of the Ontario Provincial and First Nations education systems;
- Knowledge of First Nation Governments, cultures and lifestyles;
- Knowledge of the Ojibway/Cree language would be considered 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

## **WORKING CONDITIONS**

### **Physical Demands**

The Human Resources Manager 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 Manager may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The Matawa building is a busy facility. The Human Resources Manager may have to manage a number of projects at one time, and may be interrupted frequently. The Human Resources Manager 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 Matawa building may be noisy and busy making it difficult at times for the Human Resources Manager to concentrate.

### **Mental Demands**

The Human Resources Manager 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.