



Ginoogaming First Nation Job Description

Ginoogaming First Nation

Position Title: Human Resources Manager

Department:

Human Resources

Supervisor:

Band Manager

Position Overview

The Human Resources Manager is responsible for oversight of the Human Resources function including recruitment and selection, human resources policy and procedures, supporting the set up and implementation of performance management and training and encouraging skill building and teamwork. The Human Resources Manager contributes to the success of the Nation by developing, maintaining, and enhancing positive working relationships with Council, staff, industry partners, government and community.

General duties include:

Strategic and Operational Planning

- In conjunction with Council and the Band Manager, assist with the departments' goals, objectives and sequenced priorities.
- Develop and implement human resources strategies and work plans aligned with strategic goals, objectives and priorities.
- Ensure work plans are complete and submitted by staff.
- Lead problem solving or corrective actions to consistently advance progress.
- Report progress of work plans to supervisor.

Financial Management

- Identify financial requirements and participate in the budgeting process.
- In conjunction with Finance, assist with management of the budget including financial controls, reports and records.
- Ensure HR funds are expended appropriately.
- Monitor HR departmental purchasing and funding requirements.
- Prepare reports for funding entities.
- Provide information to Finance on all new employees.

Program and Service Delivery Management

- Create and maintain the Human Resource Policy including an annual review of all human resource policies
- Support implementation and compliance with HR Policy through orientation of policy expectations to all stakeholders.
- Support development of other policies as requested.
- In consultation with management, create and maintain the organizational structure by



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updating job requirements and job descriptions for all positions.

- Recommend development and preparation of human resources reports for supervisor and Council
- Work with the Band Manager to support recruitment and objective hiring processes.
- Establish a robust onboarding and orientation process facilitated by HR and Management.
- Responsible to orient all managers on the performance review process and help facilitate their comfort and experience with performance reviews
- Help support establishment and maintenance of wage structure
- Maintain records of salary wage increases as determined by Council or delegated authority
- Facilitate orientation and adoption by program managers to work plans and report results to supervisor.
- Establish a means of collecting and managing employee records per regulations.
- Create and maintain various human resource forms for use by employees ie; grievance, evaluation forms, annual review.

Council Governance

- Prepare relevant reports for presentation to Council.
- Support Council meetings as requested.
- Support efficient and effective communications for the operations of the First Nation.

Staff Management

- Provide direction and assistance to assigned team members.
- Liaise and provide advice to Managers and Staff on human resource management practices, problems, issues, etc.
- Support implementation of performance review processes including participation in the process with designated manager.
- Help coordinate training for employees including refresher training on policies.
- Lead onboarding process with new employees.
- In conjunction with Managers, support orientation of new staff into positions.
- Receive and solve grievance and incident reports in a timely manner.
- Coordinate investigations as required.

Working Relationships

- Managers
- Band Manager
- Council
- Staff



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Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the department manager, Band Manager or Chief and Council.

Knowledge, Skills and Abilities:

- Knowledge of workplace legislation and regulations including potential legal liabilities associated with Provincial and Federal legislation.
- Knowledge of human resources management best practices.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Strong communication skills with ability to communicate effectively and diplomatically both verbally and in writing.
- Ability to work with staff at all levels within the organization, with minimal supervision.
- Strong coaching and mentoring skills.
- Superior decision-making ability.
- Strong judgement and problem-solving skills.
- Excellent organizational skills.

Experience and Education Requirements:

- A diploma or certification in human resources or equivalent education is preferred.
- Minimum three (3) years supervisory / management experience.

Environmental Conditions (optional):

- Physical Effort: Minimal physical effort is required with regular walking, bending, lifting.
- Physical Environment: Work is primarily in an office environment with occasional travel.
- Sensory and Mental Attention: The environment often involves interruptions and distractions as well as deadlines.

Other Requirements:

- Professional appearance.
- Follow all GFN Policies and Procedures and display a commitment to the values and culture of the GFN.
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required.

Employee's Statement

I have been given the opportunity to read and comment on the content of this work description.

Name of Employee

Signature

Date



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Supervisor's Statement

This job description accurately describes the responsibilities assigned to this position.

Name of Supervisor

Signature

Date