



TITLE: Director of Human Resources
REPORTS TO: Executive Director of Administration
LOCATION: Administration Building (office and in the field)
TERM: Full-time, indeterminate position
SALARY: Grade 6 (\$66,006.00 - \$72, 853.00), pending qualifications
CLOSING: November 09, 2018 at 4:30 p.m.

SUMMARY / SCOPE

The Director of Human Resources is responsible for the overall operations of the centralized Human Resources Office for Fort Nelson First Nation, and its associated programs and functions in support of organization goals and objectives, and may at times act as an advisor to the entities of Fort Nelson First Nation. Goals and objectives of the position will be accomplished by conducting short-term and long-term planning efforts, designing HR programs, and overseeing the development and implementation of organization policies and procedures. The Director may also manage budgets for HR administration and engage the organization in achieving its business and people objectives, as well as timely policy interpretation and subsequent actions.

This position maintains positive working relationships with employees and managers alike; this position has responsibilities for key areas of human capital management and wellness, including: personnel policies and employee relations, aspects of occupational health and safety, recruitment coordination and on-boarding, administration of comprehensive health benefits and pension benefits programs, advising on total compensation and employment contracts, maintaining personnel records, reporting and the analysis and improvement of HR metrics. In addition to remaining current with applicable legislation and regulations, this position is responsible for assisting managers with human capital planning, training and development. Other related duties as required.

Candidate Profile:

The Director will share responsibilities with other members of the management team for creating and sustaining a productive workforce and positive work environment. This member of the executive management team will have a positive, diplomatic personality with a strong desire to apply HR principles consistently and fairly. The Director will possess superior relationship building skills and will work together with the managers and diverse teams. Core competencies will include:

- Ethics and Integrity
- Reliability and Trust
- Leadership and Confidentiality
- Planning and Organizing
- Problem Solving
- Mentoring
- Listening and Responding
- Information seeking
- Communication and Presentation
- Adaptability
- Interpersonal Skills
- Relationship Building
- Analytical & Critical thinking

MINIMUM QUALIFICATIONS

- Path One or Path Two, CPHR Candidate or CPHR designation; or necessary HR diploma or other degree and eligible for membership in a provincial HR association and willingness to take the NKE and commence Path One/Two.
- Minimum 5 years' experience as a mid-level HR professional, with at least 3 years as an HR generalist in a multi-disciplined environment, and at least two years in progressive HR position.
- Ability to work well under pressure, individually and as part of a team.
- Proven conflict resolution and negotiation skills.
- Ability to develop working procedures and programs.
- Ability to apply the resources available to resolve employer/employee grievances.
- Ability to effectively communicate both orally and in writing with employees, clients, and the public, in face-to-face, one-on-one settings, in group settings, and using a telephone.
- Ability to organize and coordinate the efforts of several departments
- Excellent interpersonal skills; able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Experience with employment laws, with a strong commitment to diversity management.
- Experience in staff management, full-cycle recruitment, training, and employee relations.
- Experience administering employee benefits, pensions, insurance, paid leave, awards, overtime, and so on.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Ability to identify developmental needs of employees and to provide coaching, mentoring, and other help.

- Knowledge of principles, theories, and techniques related to job classification, job analysis, and job descriptions.
 - Knowledge of principles, theories, and techniques related to employee relations, personnel management, and recruitment.
 - Strong morals and ethics, and a commitment to staff privacy.
 - Excellent time management and project management skills.
 - Politically and culturally sensitive.
 - Criminal Records Review Program
 - Valid class 5 driver's license and current driver's abstract
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DESIRED QUALIFICATIONS

- Degree in Human Resources Management, with CPHR designation.
 - Previous experience working in First Nations governance and administration and cultural understanding.
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WORK CONDITIONS

- Interacts with administrators, Council, employees, and government agencies regarding personnel.
 - Manual dexterity required to use desktop computer and peripherals.
 - Intermittent physical activity including bending, stooping, stretching, squatting, pushing, pulling, walking, standing, sitting, and lifting.
 - Competing priorities with medium-high control over individual priorities.
 - Moderate-high levels of considerable mental concentration.
 - Overtime as required.
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APPLICATION INSTRUCTIONS

Closing Date: November 09, 2018 at 4:30 p.m. Competition will remain open until filled. **Start date:** Soon thereafter. **Salary:** Pending certification(s), skills, experiences, knowledge. *Preference may be given to qualified local First Nation's applicants. Fort Nelson First Nation is a progressive organization offering an incredible work environment, competitive salary packages, health and pension benefits, professional development and career advancement opportunities. Kindly forward your cover letter and resume to:

Human Resources, Recruitment
Fort Nelson First Nation
R.R. #1, Mile 295, Alaska Highway
Fort Nelson, B.C. V0C 1R0
E-mail: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a response.

** Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.