



Membertou

WELCOMING THE WORLD!

Employment Opportunity

Job Title: Human Resources Manager
Department: Human Resources
Reports To: Director of Human Resources

Purpose

Reporting to the Director of Human Resources, the Human Resources (HR) Manager is a key member of the HR department who oversees the daily activities and supports the strategic direction of HR services at Membertou. This position is responsible for maintaining and enhancing HR by planning, implementing, executing and evaluating employee relations and human resources policies, programs and practices.

Overview of Major Responsibilities

- Manages the day to day activities of the HR Department, including HR related requests and inquiries
- Trains and mentors' staff within the HR Department
- In collaboration with the Director of HR, oversees the daily workflow of the department, including delegating daily duties to staff
- Promotes a diverse and inclusive work environment, free of discrimination and harassment
- Provides constructive and timely performance evaluations of team members, support Directors/Managers in conducting performance evaluations
- Ongoing coordination and management of Human Resources activities
- General inquiries and communications related to Human Resources
- Maintains fair, equitable and positive work environment for all employees
- Answers inquiries from staff and community members and provides information, as needed
- Assists in the establishment, administration and communication of sound policies and practices for Membertou and ensures compliance with applicable HR laws, policies and regulations
- Educates leadership on, and ensures company correspondence, with WCB, Human Rights and Labour Laws
- Assists in the development of departmental strategy and budgets
- Assists in the investigation, evaluation and implementations of technology to support the delivery of HR services in a timely and efficient way for all employees
- Coordinates staff activities and events
- Collaborates with Policy Administrator in reviewing and updating HR policies to reflect the needs of the organization and ensure compliance, for review and finalization by HR Director
- Helps organizational leaders identify HR departmental needs and helps them to provide employees with the right tools, training and knowledge that will motivate them to perform in the most effective and efficient manner
- Maintains knowledge of trends, best practices, regulatory changes and new technologies in HR, talent management and employment law
- Supports Membertou's Quality Management System as it relates to job related duties and/or department
- Maintains human resource staff by assisting in the recruitment, selecting, orienting, and training of HR employees
- Communicates any HR concerns to the Director of HR
- Coordinates Recruitment, Hiring and Orientation
- Oversee Group Pension and Group Medical
- Coordinates the Drug & Alcohol Program
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Other department related duties as required by the Director.

Qualifications

- Degree (or diploma) in Business Administration with a concentration Human Resources Management (or related field of study) from a recognized educational institute
- 5+ years' experience in a Human Resources role
- 3+ years' experience in a supervisory role
- Excellent communication skills in both verbal and written form
- High-level of professionalism, including in strained environments

- Ability to deescalate work-related situations
- Demonstrated commitment to continued education and learning to maintain and build knowledge of HR best practices and policy requirements.
- Ability to lead, motivate, mentor and empower employees to perform at their highest capacity
- Excellent analytical and problem-solving skills
- Proficiency in Microsoft Office
- Knowledge in experience in Mi'kmaq culture, considered an asset
- CHRP designation, considered an asset
- Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission

Working Conditions

Physical Environment

An office environment with a work station that is comfortable, temperature controlled, and well-lit. Equipment for use is up to date and well maintained.

Physical Effort

Majority of work hours are spent sitting in an office chair, with frequent opportunities to move around. The incumbent will occasionally need to move or lift objects (up to 25 lbs.) such as office supplies, equipment, files or boxes. At times this position may be required to walk to other offices or buildings.

Sensory Attention

This position requires keen listening and observational ability due to the nature of discussions with staff and the community. It also requires strong analytical and critical thinking skills in order to assess various human resources related situations, as well as efficient reading and writing abilities in order to create and review large volumes of documents, including emails, memos and policies.

A full job description can be obtained by contacting a member of the Membertou Human Resources Department.

Cover letters and resumes can be submitted to:

Membertou Human Resources Department
Attention: Richard Stevens
 111 Membertou Street
 Membertou, NS B1S2M9

Or via e-mail to:

jobs@membertou.ca

Deadline for applications: Friday, February 11, 2022 at 4:30 pm AST

Thank you for your interest, however, only those selected for an interview will be contacted.