



JOB DESCRIPTION

HUMAN RESOURCES MANAGER – MATERNITY LEAVE CONTRACT

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is seeking a temporary, full-time **Human Resources Manager** to join our Administration for a 20-month maternity leave contract. The Human Resources Manager reports to the Director of Finance/Administration and is responsible for leading the development and implementation of HR strategy, policy, practices and programs that supports the growth of both employees and the Administration. The Human Resources Manager provides guidance to business leaders, managers and staff, ensures legal compliance with labour and payroll legislation and manages employee relations. This position requires strategic thinking, relationship management and technical HR and payroll expertise, as well as a strong attention to detail and a high-degree of integrity and professionalism.

Henvey Inlet First Nation offers competitive wages, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.

MAIN RESPONSIBILITIES

The Human Resources Manager will be responsible to:

- Provide strategic leadership and consulting support to Chief and Council and management for setting goals, policy development, staff allocation and management to ensure business goals are met
- Build and maintain strong relationships with local non-profit employment organizations, educational institutions, government agencies, insurance companies, legal advisors, and other First Nations & First Nations organizations to enable Henvey Inlet First Nation to achieve business objectives
- Oversee personnel management, including wage increases, promotions, and disciplinary actions in compliance with company policies
- Handle employee complaints and incidents, including conflict resolution, accidents, health and safety concerns, work refusals, and investigations
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures
- Maintain HR metric records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, absenteeism rates, etc.
- Assist in compiling and analyzing statistical HR data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices
- Assess company culture and employee morale and provide recommendations on changes to accomplish company goals and objectives
- Assist in the development and implementation of programs that will drive increased employee satisfaction and commitment levels
- Oversee the evaluation, classification and rating of occupations and compensation programs to ensure regulatory compliance and competitive salary levels
- Create and run required HR, payroll, benefits, training and statistical reports from the various electronic systems/platforms as needed
- Prepare personnel forecast to project employment needs
- Determine staffing requirements and oversee and participate in the recruitment process
- Develop interview questions for individual positions
- Develop, administer and evaluate applicant tests where required
- Participate in full-cycle recruitment services including job posting creation, interviews, reference checks, employment offers and employee onboarding

- Participate in planning for strategic training and organizational talent development
- Assist with the identification of training needs and the development and delivery of appropriate training programs, ensuring that all applicable compliance requirements are met
- Post/update job vacancies and recruitment information on various internal and external digital and physical job boards
- Develop, implement and maintain a digital applicant tracking system
- Prepare interview packages for the hiring committee, including copies of job postings, applications and interview questions
- Organize and participate in hiring committees and interview processes
- Track candidate application status and respond with follow-up letters at the end of the recruiting process
- Maintain TBNT file archives with copies of applications, interview notes and other correspondence with unsuccessful applicants
- Act as a representative of HIFN at recruitment fairs
- Work in collaboration with the Director of Finance/Administration to prepare employment offers for successful candidates and negotiate contract details
- Assist with preparing and printing new hire packages and employee policy booklets
- Assist with coordinating the procurement of new hire work spaces, supplies, computers and intranet access
- Plan and conduct new employee orientation and training registration of new hires on their first day, including completing all new hire documentation and gathering proof of employee qualifications
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits
- Develop, implement and coordinate employee and management training programs, including health and safety and First Aid/CPR training programs
- Assign, monitor and track employee training progress
- Complete and submit training proposals and employee registrations to Gezhtoojig for qualified new hires
- Create new and maintain existing personnel files by ensuring they are complete and up-to-date
- Create and maintain a secure manual and digital filing system for all confidential employee data in accordance with PIPEDA and other applicable privacy regulations
- Ensure confidentiality of employee files, salary information, disability/leave of absence information, personal issues, terminations, recruitment information, health benefit data, etc.
- Facilitate the completion of probationary reviews for new hires with department managers
- Track employee eligibility dates for group benefit and pension plan enrolment
- Oversee the development and administration of group benefit and pension programs and recommend improvements as required
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements
- Distribute benefit and pension enrolment packages and assist with employee benefit orientations for newly eligible staff
- Educate employees on group benefit and pension programs, providing answers to their questions
- Assist in processing employee benefit and pension enrolments, changes, leaves, and terminations by completing, submitting and mailing all required forms
- Assist in updating and maintaining online benefit system and reconcile monthly benefit statements
- Assist employees in registering for myBenefits online and support employees with submitting online claims as required
- Act as a mediator between the insurer and employees to resolve claim and coverage issues
- Review, print, distribute and file monthly benefit billing statements
- Maintain a sustainable professional relationship with insurance and pension providers
- Work with account managers to coordinate workplace visits and employee benefit and pension training sessions
- Run monthly pension contribution report for the finance department, ensuring that appropriate contributions were made within each pay period
- Prepare and submit the monthly pension allocation report and remit contributions to pension provider
- Prepare and compile benefit and pension data needed for required provider and other government reports
- Participate in the annual benefit renewal meeting
- Register new employees in ADP and train them on how to complete their online timesheets
- Stay current with payroll regulations, standards and work practices
- Respond to employee payroll related inquiries and requests
- Monitor assigned payroll activities and program components for the purpose of ensuring effective department functioning and compliance with established financial, legal, and administrative requirements
- Coordinate the payroll process with other departments for the purpose of delivering services in conformance with established guidelines

- Assist with auditing preliminary payroll processing reports and timesheets for accuracy
- Monitor employee time & attendance, time-off balances and timesheet approvals
- Inform managers of timesheet discrepancies and time & attendance patterns and concerns
- Ensure all wage, benefit and pension changes are made accurately and in time for effected pay periods
- Facilitate the processing of salary increases, bonuses and so on in accordance with instructions given
- Assist with updating and maintaining payroll system for accuracy and prepare manual payroll adjustments as required
- Maintain detailed records and documentation of payroll functions for audit purposes in accordance with statutory requirements
- Verify a variety of payroll related information for the purpose of ensuring accurate distribution of payroll funds and recommending corrective action as required
- Oversee the processing of employee garnishments, leaves, and terminations, ensuring accurate processing of vacation and other payouts
- Initiate the process of preparing and amending employee ROEs as required
- Work collaboratively with the finance department to ensure payroll is submitted for processing accurately and on time
- Respond to all government inquiries regarding payroll, including requests from Service Canada, CRA, FRO and other related agencies as required
- Oversee, process and coordinate employee leave requests for maternity/parental, illness, STD & LTD with appropriate third-party insurers and government agencies
- Complete and submit administrative paperwork needed to facilitate employees leaves including employer statements and questionnaires
- Educate employees on available leave types, policy terms, waiting periods and claim submission processes
- Collaborate with third-party claims adjudicators to provide reasonable accommodations and build safe, gradual return-to-work schedules when the employee is cleared to return
- Maintain communication with employees during their leave and/or recovery, offering assistance and resources where available
- Help establish Joint Health & Safety Committee (JHSC) and related health & safety policies and procedures in accordance with applicable legislation
- Attend JHSC meetings and actively participate in JHSC inspections and investigations
- Investigate and report on industrial accidents for insurance carriers and applicable government agencies as required
- Develop performance goals, metrics, and targets that are consistent with company goals
- Oversee the performance management program as well as the coaching and mentoring programs
- Ensure employees have clear goals, complete and submit annual goal setting forms and are aware of workplace expectations and etiquette
- Oversee the annual performance review process, ensuring managers remain on-track with their evaluation deadlines
- Provide leadership and coaching to managers on key workplace matters such as performance management, difficult conversations, employee relations, and employee development
- Conduct workplace investigations and resolve any conflicts that arise among staff in the department
- Conduct annual employee engagement and feedback surveys, summarizing data collected into an itemized feedback report
- Compile performance evaluation data and calculate annual salary increases based on evaluation scores
- Monitor employee recognition milestones and administer incentive programs
- Plan and organize employee recognition events, parties, recreational activities and staff retreats
- Develop and implement human resources and payroll policies and procedures, ensuring they are in compliance with applicable employment and payroll legislation
- Ensure that all employees comply with company policies, procedures, and ethical standards
- Ensure that new and/or changed human resources policies and programs are published as planned and that all employees receive information and training for them
- Advise and assist other departmental managers on interpretation and administration of personnel policies and programs
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems
- Work with managers to administer progressive disciplinary action in accordance with established procedures
- Collaborate with department heads to develop terminations strategies and script each termination case carefully
- Provide terminated employees with outplacement or relocation assistance where required
- Conduct exit interviews to identify reasons for employee resignations
- Work collaboratively with legal counsel to represent organization at personnel-related hearings and investigations
- Conduct organizational research and work collaboratively with managers and leadership to develop succession plans that address knowledge and skill deficiencies for current and future employment/business needs
- Research and prepare recommendations for position specific salary ranges and annual performance-based salary increases

- Prepare formal communications to employees for the purpose of providing information and/or direction
- Draft, print and distribute various routine employee letters, correspondence, memoranda and forms
- Prepare monthly newsletter submissions and other department flyers and external correspondence as required
- Collect, copy, print, file and distribute various HR and payroll documents and records
- Assist with department file archiving, including removing and destroying outdated or unnecessary materials or transferring them to inactive storage according to file maintenance/legal guidelines
- Present a positive and professional image of the organization at all times
- Develop and maintain solid working relationships with staff, leadership, government agencies and other key external stakeholders
- Seek and apply for program funding through various external government agencies and program sponsors
- Complete and submit various department reports to applicable funding providers including Ministries, Governments, and other service providers in a timely manner
- Adhere to all HIFN policies and procedures
- Ensure that all health, safety and security regulations are adhered to by modeling and enforcing safe work practices
- Participate in continuous learning opportunities to maintain up-to-date knowledge on current industry regulations, trends and practices
- Participate in mandatory training, courses, webinars & workshops as required
- Attend and actively participate in team, staff, community and joint committee meetings
- Represent HIFN's HR department at various conferences, boards and focus groups as required
- Oversee workload of the HR department for the purpose of maximizing the efficiency of the workforce and meeting operational requirements
- Develop and manage annual budgets for HR department operations
- Complete and submit an annual work plan on behalf of the HR department
- Supervise and support the Human Resources & Payroll Administrator and other HR department staff through mentoring, coaching, and leading project initiatives
- Oversee time and attendance records for HR department staff, including approval and signoff of time sheet and time-off requests
- Participate in performance management and progressive discipline processes within Human Resources Manager capacity as necessary
- Other duties as assigned from time to time by the Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Post-secondary degree or diploma in Human Resources Management, Business Administration or Payroll
- 5+ years of human resources experience required
- 2+ year of full-cycle payroll experience preferred
- CHRP or CHRL designation an asset
- PCP or PCM designation preferred
- Previous experience working with ADP payroll software a strong asset
- Strong working knowledge of employment and payroll legislation a must
- Demonstrated ability to manage HR strategy, leadership and organizational development, contracts, negotiations, and change
- Ability to analyze, re-engineer, develop and implement new strategies and operating procedures as well as formulate new and coinciding policy
- Demonstrated knowledge of design, development and implementation of benefit, pension and salary administration
- Previous disability management experience, including workplace accommodations and gradual return to work administration experience, preferred
- Current First Aid and CPR Level C preferred
- Knowledge of Henvey Inlet First Nation history, community and practices
- Previous experience working within a First Nations organization preferred
- Politically and culturally sensitive
- Strong presentation, written and verbal communication skills
- Excellent customer service and interpersonal communication skills
- Sound leadership and team building skills
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- Ability to provide leadership and support for supervisors to enable them to properly manage their employees

- Ability to build and maintain strong professional working relationships
- Ability to deal with people sensitively, tactfully and professionally at all times
- Strong morals and ethics, along with a commitment to staff privacy and preserving strict confidentiality
- Ability to multi-task and manage competing priorities
- Excellent time and project management and organization skills
- High level of critical and logical thinking, reasoning and decision-making skills
- Strong problem identification and problem resolution skills
- Strong research and data analysis skills
- Strong attention to detail and high degree of accuracy
- Strong work ethic and a positive team attitude
- Ability to quickly adapt to and learn new software
- Proficient with Microsoft Office programs including Word, Excel, and Outlook and the use of general office equipment
- Valid Class G driver's license with access to a reliable, insured vehicle
- Willingness to work flexible work hours, including evenings and weekends, when needed
- Willingness to travel for work when needed

HOURS OF WORK

Full-Time – 35.5 hours per week

WORK LOCATION

In-office

REMUNERATION

\$32/hr - \$55/hr

START DATE

As soon as possible

APPLICATION DEADLINE

Open until filled

Those interested in applying should submit their resume, cover letter, driver's abstract and CPIC in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: recruitment@henveyinlet.com

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.