

SANDY LAKE FIRST NATION ADMINISTRATION

HUMAN RESOURCES MANAGER

The Chief and Council is seeking an individual with strong qualities in interpersonal skills, managerial skills, organizational skills and communication skills to fill the position of Human Resources Manager to develop, implement and evaluate human resources policies, and advise managers and the Chief and Council on personnel matters.

IMMEDIATE SUPERVISOR: Executive Director

DUTIES AND RESPONSIBILITIES

Plan, develop, and evaluate personnel policies, programs and procedures to maximize effectiveness of human resources within the Band Office at Sandy Lake, and using the process outlined in the Policy Manual;

1. Ensure that the Policy Manual is reviewed and amended as required;
2. Ensure that the Sandy Lake Policy Manual is followed;
3. Where required, refer staff to appropriate community counselling for matters unrelated to, but affecting the employee's job performance;
4. Provide advice to the Executive Director, the Program Managers, the Chief and Council on the interpretation of personnel policies, compensation, and benefit program;
5. Plan human resource requirements in conjunction with program supervisors;
6. Prepare job descriptions, and advertise available positions;
7. Oversee staff hiring;
8. Provide orientation for each new staff member as outlined in the Personnel Policy;
9. Ensure compliance with legislation that affects Sandy Lake First Nation Office staff;
10. Plan and implement generic and topic specific on-the-job training;
11. Oversee the maintenance of human resource information and related records;
12. Perform other related duties as required by the immediate supervisor, and all duties assigned by the Chief and Council.

KNOWLEDGE AND SKILLS

1. Post-secondary education in personnel management or business administration or equivalent experience;
2. Oral and written literacy in Oji-Cree an asset;
3. Strong English oral and written communication skills;
4. Computer literacy in word processing;
5. Experience in program management and staff supervision;
6. An awareness of balance between employee needs, Administration needs, community needs, tradition and the pressures of the twenty-first century;

If interested, submit cover letter and resume to: Joe C. Meekis, Executive Director before the deadline of 5 PM on Thursday, October 6, 2016