



EMPLOYMENT OPPORTUNITY

Human Resources Manager

**Full-time, Permanent position
(Ottawa or open to remote work within Canada)
Deadline for applications: August 12, 2022 (or until filled)**

About FNIGC

The First Nations Information Governance Centre (FNIGC) is a non-profit organization that envisions every First Nation achieving data sovereignty in alignment with its distinct world view.

FNIGC supports the development of information governance at the First Nations community level through regional and national partnerships. In addition to serving the information, research, training, and capacity development needs of First Nations people and communities, FNIGC is home to several national surveys.

FNIGC believes that quality information collected by First Nations for First Nations can influence knowledge-based decision-making and inspire policy and programs that contribute to the health and well-being of First Nations people in Canada.

The successful candidate will be eligible for flexible work hours, remote work, a competitive salary, benefits package, pension plan, and generous paid time-off benefits.

About the Role

Reporting to the Director Corporate Services, the Human Resources Manager is an active partner with the leadership team, managers and employees. The Human Resources Manager provides strategic guidance and direction to ensure that human resources policies are aligned with the organization's goals and objectives. In addition, the Human Resources Manager develops programs that are compliant with all applicable legislative requirements and represent best practices.

PRIMARY DUTIES AND RESPONSIBILITIES

Strategic Human Resources Initiatives

- a) Track all human resources metrics that have an impact on the organization's bottom line

- b) Monitor and measure the effectiveness of programs that have an organizational cost such as health benefits and make recommendations on improving the ROI of these programs
- c) Be a resource to the leadership team and managers on all aspects of human resources and employee relations and provide timely information on current legislative requirements, labor market trends and best practices
- d) Develop a robust human resources plan that is aligned to the organization's goals and objectives
- e) Ensure that metrics are in place to ensure all new programs meet their stated objectives

Strategic Workforce Planning

- a) Develop a full-cycle recruitment program with policies and procedures to hire suitable candidates
- b) In coordination with the leadership team and managers, evaluate current and future staffing needs that are aligned with the organization's objectives
- c) Develop a robust onboarding strategy to ensure that new employees are welcomed and provided with the support they need in their new position
- d) Identify the key positions in the organization and make recommendations on how to support, retain or replace these employees should they leave. Ensure a succession plan is in place for key positions
- e) Develop and incorporate appropriate initiatives that prioritize the hiring and retention of First Nations candidates
- f) Develop an exit process for employees that ensures the process is compliant, consistent and fair and captures feedback on why employees leave

Leadership Learning & Development

- a) In conjunction with the leadership team and managers, recommend learning and development opportunities to upskill employees or fill knowledge gaps
- b) Design, develop and deliver ongoing training initiatives for employees, managers and the leadership team on human resource policies and programs
- c) Facilitate all legislatively required training for employees

Performance Management

- a) Create a performance management program that aligns with the organization's goals and objectives
- b) Develop coaching for managers on how to deliver effective and timely feedback to employees regarding performance
- c) Ensure that performance management is applied consistently across the organization
- d) Offer guidance and support to managers dealing with unsatisfactory employee performance. Assist managers with difficult conversations and disciplinary procedures to ensure that they are fairly handled and meet all legal requirements

Total Compensation & Benefits

- a) Develop a compensation philosophy for the organization that is fair and equitable and within the organization's financial ability
- b) Monitor the current compensation program to ensure that it meets the organization's objectives and is aligned with the compensation philosophy
- c) Monitor and provide input annually, or as required, around labor market trends related to compensation and total compensation
- d) Annually review all pension and benefit programs to ensure that they are meeting the needs of the employees and the organization

Health & Safety and Employee Wellbeing

- a) Actively participate in and/or co-chair the Health & Safety committee

- b) Review trends around health & safety and recommend solutions and programs to improve health & safety outcomes
- c) Facilitate organization-wide, health & safety awareness programs or training that highlight key health & safety issues, as needed
- d) Monitor employee wellbeing issues that negatively impact productivity such as work life balance, ergonomics, mental health and make recommendations that target these specific issues
- e) Update and review health & safety policies to ensure that they are complete, consistent and up-to-date with regulatory requirements

Human Resources Administration

- a) Ongoing review and assessment of all human resources policies, procedures and practices to ensure that they are complete, consistent and in compliance with all relevant employment laws, regulations and other statutory requirements
- b) Maintain and secure employment related employee information in electronic and paper files and ensure the privacy of all confidential information
- c) Develop tracking procedures and processes to monitor and measure employee metrics including pay, time off, absenteeism, performance, training and development. Identify trends, discrepancies or inconsistencies
- d) Evaluate and ensure that software systems and databases are in place to back up human resources processes
- e) Ensure that the finance department is provided with current information each pay period including timesheets (students), pay rate changes, status changes, new hire information
- f) Standardize all human resources forms and documents and ensure that they are user-friendly and accessible to all employees

Job Requirements

1. Proven ability to demonstrate tact and discretion in preparing, disclosing and handling information of a confidential and sensitive nature.
2. Possess a strong work ethic and the skills to take initiative, and see work through
3. Excellent organizational and time management skills to effectively handle issues simultaneously and meet scheduled timelines.
4. Ability to analyze situations and make appropriate decisions without immediate supervision.
5. Superior verbal and written communication skills.
6. Excellent interpersonal skills.
7. An exceptional ability to think creatively to identify and resolve problems while paying attention to accuracy.
8. Superior diplomacy and high levels of integrity
9. Ability to coach, mentor and develop staff.
10. Strong customer service approach, along with the ability to build and maintain strong relationships both internally and externally.
11. Professional, personable, results driven and dedicated team player.
12. Exceptional knowledge of the Microsoft Office suite including Word, Excel, PowerPoint, Outlook and Internet.
13. Strong background in the techniques of interviewing, selecting and recruiting applicants for employment.
14. Ability to work independently as well as in team environment.

Education and Experience

1. A minimum of 5 to 7 years of progressively related work experience.
2. A Bachelor's degree or college diploma in human resources or related field, or an equivalent combination of education and recent relevant work experience.
3. A Certified Indigenous Human Resources Professional (CIHRP), Certified Human Resources Leader (CHRL) or similar designation is preferred, with membership in good standing with the professional association."
4. Strong knowledge of provincial employment legislation in Ontario and other jurisdictions, as required, and HR Best Practices.
5. Experience working with First Nations and with non-profit organizations would definitely be an asset.
6. First Nations lived experience is an asset.
7. Bilingualism is an asset.

Application Information

We invite qualified candidates to send their résumé and cover letter telling us why you think you'd be a great addition to the FNIGC team to recruitment@fnigc.ca by August 12, 2022, or until the position is filled.

As preference in hiring will be given to First Nations candidates, applicants are encouraged to self-identify. FNIGC is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.