



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce Canadian Indigenous Job Seekers to a new approach to job searching. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Canadian Indigenous Peoples with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
17 – 2595 Main Street  
Winnipeg, MB R2V 4W3  
Subsidiary Offices:

Kenora • Midland • Ottawa • London • Sandy Lake • Winnipeg

# Job Board Posting



Careers.Indigenous.Link

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## Director, Human Resources

|                    |   |                           |
|--------------------|---|---------------------------|
| <b>Job ID</b>      | <b>2A-47-69-AB-21-F9</b>  |                           |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=2A-47-69-AB-21-F9">https://careers.indigenous.link/viewjob?jobname=2A-47-69-AB-21-F9</a> |                           |
| <b>Company</b>     | Indspire  |                           |
| <b>Location</b>    | Six Nations Or Toronto, Ontario   |                           |
| <b>Date Posted</b> | From: 2020-12-18  | To: 2021-01-25            |
| <b>Job</b>         | Type: Full-time   | Category: Human Resources |
| <b>Languages</b>   | English   |                           |

### Description

Indspire is an Indigenous national registered charity that invests in the education of Indigenous people for the long-term benefit of these individuals, their families and communities, and Canada. With the support of its funding partners, Indspire disburses financial awards, delivers programs, and shares resources with the goal of improving educational outcomes for First Nations, Inuit, and Métis students. Through Indspire's education offerings, we provide resources to students, educators, communities, and other stakeholders who are committed to improving success for Indigenous youth. In 2019-20, Indspire awarded over \$17.8 million through more than 5,124 bursaries and scholarships to First Nations, Inuit, and Métis youth, making it the largest funder of Indigenous post-secondary education outside the federal government. Each year, the organization presents the Indspire Awards, a celebration of the successes achieved by First Nations, Inuit, and Métis people that is broadcast nationally.

Never has there been a better time to join this national leader!

We are currently hiring for a Director of Human Resources. Reporting to the COO, the Director provides strategic leadership and operational oversight of Indspire's human resources (HR). This includes both the development and implementation of strategic HR policies, systems and processes, as well as ensuring related legislative and reporting requirements are met. The incumbent will understand and anticipate the human resources and operational needs and priorities of the organization, and promote a healthy, inclusive and safe work environment.

The position responsibilities of the Director, Human Resources include:

Human Resources Leadership and Management

- Provides oversight and guidance organizationally on the development and application of all HR standards and guidelines

- Provides HR strategic advice and management services to support the day-to-day operational activities

- Manages goals and performance of HR Administrator

- Ensures advice and programming are embedded in Indigenous principles and approaches

- Ensures that HR practices are aligned with Indspire's strategic priorities and adhere to applicable legislation and promising practices

- â€¢ Ensures Indspire is in compliance with AODA, human rights, anti-bullying, and health and safety legislation
- â€¢ Develops, maintains, and evaluates HR policies, practices, strategic directions, policies, and processes for COO approval
- â€¢ Responsible for all aspects of recruitment, including compensation, benefits programs and workplace planning needs and strategies, in collaboration with the Management team and Finance department
- â€¢ Manages compensation program
- â€¢ Creates and revises job descriptions
- â€¢ Coordinates and administers Indspireâ€™s Job Evaluation program
- â€¢ Leads Indspireâ€™s orientation program with management participation
- â€¢ Responsible for all workplace committees related to HR, including but not limited to the Health & Safety Committee
- â€¢ Provides advice to Management on employee relations, coaching, performance management up to and including progressive discipline and termination processes for COO approval
- â€¢ Advises and updates the COO on personnel issues and prepares necessary correspondence, briefings, and reports
- â€¢ Conducts workplace investigations as appropriate in consultation with the COO
- â€¢ Manages, in conjunction with the HR Administrator, the administration and maintenance of HR databases and record keeping systems, including security of personnel records
- â€¢ Develops and delivers information/training sessions related to HR policies, processes, and procedures as necessary, including legal changes and updates as they relate to HR conduct in the workplace
- â€¢ Manages Indspireâ€™s Volunteer program at an organizational level
- â€¢ Maintains Employee Handbook
- â€¢ Prepares metrics reports including items related to organizational demographics, attendance, administration, retention, and engagement levels for Managementâ€™s use
- â€¢ Coordinates change and transition management processes related to HR
- â€¢ Maintains confidentiality related to all activities and information of a strategic or sensitive nature.

#### Qualifications

- â€¢ Completion of post-secondary/university education and/or HR designations or equivalent experience
- â€¢ Progressive experience, usually demonstrated through a minimum of 7 years in an HR managerial function
- â€¢ Proven experience in thinking strategically and acting pragmatically to deliver on sound HR policy and practice
- â€¢ Experience in compensation practices
- â€¢ Knowledge of and experience in Indigenous communities strongly preferred
- â€¢ Demonstrated openness to learning and willingness to engage in cultural competency training
- â€¢ Excellent interpersonal and management skills including demonstrated ability to lead and motivate staff
- â€¢ Sound knowledge of HR practices and systems
- â€¢ Demonstrated knowledge of and experience in applying labour and employment legislation

â€¢ Excellent communication skills

â€¢ Demonstrated ability to exercise discretion, judgement, and a high level of professionalism

â€¢ Proven experience and skill in influencing others without clear authority or direct line responsibility

â€¢ Demonstrated problem solving and analytical skills

â€¢ Superior skills in conflict resolution and culturally knowledgeable ways of doing so

â€¢ Ability to work and make decisions independently and without direct supervision

â€¢ Ability to prioritize and deal with multiple projects and changing deadlines

â€¢ Proven skills with a variety of software packages; Microsoft Office (Word, Excel, and Power Point) and HRIS systems

â€¢ Ability to work with sensitive information with complete confidentiality

â€¢ Travel between Six Nations and Toronto offices is required

â€¢ Must be able to work occasional evening and weekends.

The duties within this job description may be amended from time to time.

### **How to Apply**

This is a full-time position that may be based at either Indspireâ€™s Six Nations or Toronto office.

The salary range is competitive with a comprehensive benefits package, including pension plan.

We are an Indigenous organization whose mandate is to promote opportunities for Indigenous people. We encourage applications from qualified First Nations, Inuit, and MÃ©tis people and all others interested in the position.

To apply, please forward your rÃ©sumÃ© and cover letter to [hr@indspire.ca](mailto:hr@indspire.ca). All qualified candidates will be contacted directly. Only those candidates selected for an interview will be contacted. No agency calls please.

Deadline for Applications: January 25, 2021

To learn more about Indspire, visit [indspire.ca](http://indspire.ca).