



Indigenous.Link

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

Through our partnership with Indigenous.Links 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 Indigenous Peoples of Canada 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

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/16

Director Of Human Resources And Development

Job ID	B1-1E-11-CC-82-D4	
Web Address	https://careers.indigenous.link/viewjob?jobname=B1-1E-11-CC-82-D4	
Company	Kettle & Stony Point First Nation	
Location	Kettle Point, Ontario	
Date Posted	From: 2020-10-16	To: 2020-11-15
Job	Type: Full-time	Category: Human Resources
Languages	English	

Description

Position Summary: Reporting to the First Nation Manager/ CEO, the Director of Human Resources and Development is responsible for continued development and implementation of human resource management policies, processes as well as development programs for staff. The Director of Human Resources is responsible for all matters relating to human resources management and staff development as well as keeping the First Nation Manager/CEO informed.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER ATTRIBUTES CORE COMPETENCIES:

- Knowledge of and experience with the implementation of a performance management system that includes Performance Development Plans (PDPs).
- Experience with developing a Strategic HR Management 5 Year Plan.
- Knowledge of and experience with developing organizational salary grids and job classifications systems.
- Outstanding communication skills to internal stakeholders, colleagues internal and external regarding HR Policies and Procedures, laws, standards and regulations.
- Strong interpersonal skills, the ability to develop and sustain cooperative working relationships and a professional presence.
- Employment Law proficiency.
- Experience with benefits, compensation Training & development program experience an asset.
- Demonstrates a high level of customer focus and service; Professionalism while keeping confidences and privacy.
- Successfully manage multiple projects and priorities, and allocate time effectively to meet deadlines; demonstrating time management skills.
- Demonstrate a strong attention to detail with high standards for quality of deliverables; being results oriented.
- Act as first point of contact and provide information to managers/immediate supervisors relating to their questions, concerns, or suggestions. Coaches, guides and advise managers before executing employee disciplinary actions.
- Demonstrate sound judgment and problem-solving skills in resolving HR matters.
- Show tact, diplomacy and discretion in handling information of confidential and/or sensitive nature.
- Ensure the revision and up-date of personnel policies and procedures as required.
- Develop new policies and procedures as a direct result of legislation or common law practice.
- Excellent proficiency in financial skills.
- Excellent Conflict Resolution skills.

Experience

- At least 7-10 years Human Resources experience in progressive positions including First Nations.

Credentials

- CHRL designation preferred

Education Requirements

Education/Professional Requirements:

- At a minimum: Masters/Honors degree in Business Administration/Management with an emphasis on Human Resources or Human Resources/Organization Development.
- At least 7-10 years Human Resources experience in progressive positions including First Nations.
- CHRL designation preferred.

• Professional Affiliations including law; benefits; employee relations; staff development; professional development.

• Understanding of organization structure, personnel policy, federal and provincial laws regarding employment practices.

• Experience with benefits, compensation, training and development an asset

Work Environment

Office setting

How to Apply

Please submit your sealed application, complete with a detailed resume and a minimum of three (3) work related references,

By Friday October 16, 2020 at 4:00pm

TO: Chippewas of Kettle & Stony Point First Nation,

ATTN: Human Resources Department - Director of Human Resources and Development

6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1

Fax: 519-786-2108

A full Job Description is available at the front reception

Interviews will be scheduled shortly after the closing date.

Only those applicants who meet the qualification standards and requirements will be interviewed. An updated CPIC and a reference check will be required for the successful candidate prior to final confirmation of employment