



# 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

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## Manager, Employee Engagement & Development

**Job ID** E5-1C-18-81-F6-98

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=E5-1C-18-81-F6-98>

**Company** Confederation College

**Location** Thunder Bay, Ontario

**Date Posted** From: 2020-11-19 To: 2020-12-19

**Job** Type: Fixed-term Category: Human Resources

**Job Start Date** December 2020

**Job Salary** \$77,078 To 96,347

**Languages** English

### Description

In support of the College's mission, vision and values, the Employee Engagement and Development Manager is responsible for the development and implementation of measures designed to sustain a safe, healthy and productive learning community. The manager will also manage employee engagement strategies, recruitment and retention of employees and the performance review process. Duties include but are not limited to:

- Develops a comprehensive plan for the training and development of new and recently-hired employees and faculty members;

- Develops policies and procedures to address professional development, succession planning, retention initiatives, performance management, and recruitment to ensure the College employee base is adequate and appropriate to meet current and future requirements;

- Monitors the legal obligations of the JHSC, with respect to workplace inspections, further to the Occupational Health and Safety Act including the coordination of orientation, Basic Certification and Workplace-specific Certification training for all committee members and representatives;

- Analyzes patterns in employee data (i.e. metrics such as employee survey results and event evaluations etc.) to shape engagement activities, maximize impact and evaluate success;

- Manages the full recruitment and selection cycle for positions including job postings, classifying/screening criteria, interview questions, testing, and managing the closing process ensuring the proper administration of reference checks, job offer letters and new hire documentation; and

- Manages administrative and support staff job evaluation, ensuring all positions are evaluated through the proper application

### Experience

5 years' experience in Human Resources and/or Health and Safety, with preference for experience in a broader public sector educational setting;

### Education Requirements

4-year degree or diploma in Human Resources Management, Business Administration or a related

field

### **Essential Skills**

• demonstrated critical thinking, problem solving, decision making, planning and organizing skills;

• demonstrated ability to make presentations to, and conduct training for, a variety of audiences;

• computer skills including Microsoft Office software, Adobe Acrobat Professional, and proprietary software, including access control systems, and key control systems; and

• JHSC certification and knowledge of Occupational Health & Safety Act.

### **Work Environment**

Post secondary institution

### **How to Apply**

Click Apply Now to apply for this position.