



Pictou Landing First Nation

Position: Human Resource Director

Start Date: August 9, 2021

Closing Date: July 30/2021

Position Description: Pictou Landing First Nations requires a Human Resource Director who is responsible for the implementation of Human Resource policies, procedures and practices and to provide advice and guidance to management and staff on various human resource issues. The Human Resource Director also revises the Human Resource policies as required.

Duties

- Implements the Human Resource Policy by working with all departments for all staff to receive fair and equitable treatment
- Oversees selection committees involved in the selection of employees
- Ensures that PLFN is in compliance with all federal and provincial employment standards
- Maintain up-to-date job descriptions for all positions
- Prepare and post all job opportunities for vacant/new positions
- Receive resumes, job applications, and inquiries from potential employees
- Arrange and schedule interviews for selected candidates
- Provides advice and direction to the CEO and management on employee performance management and discipline including termination when necessary
- Oversees the implementation of the performance appraisal program, ensuring that performance reviews are completed on every employee on an annual basis
- Works with Directors to identify gaps in training and ensures training is provided to enable employees to perform effectively
- Develops an orientation program for all new employees to PLFN so that they understand the culture, team and performance expectations as well as the HR policies
- This position has the potential to have a very significant impact on the overall operations /service delivery of PLFN. The incumbent plays a key leadership role from determining in concert with the Directors the knowledge and skills required for recruitment, the orientation and performance expectations as soon as employees are hired and working with Directors to support excellence in performance. Should performance issues arise the Director of HR is critical to supporting and advising the CEO and Director on the appropriate course of action to resolve issues.
- 50-60 ongoing full-time staff 30-40 part-time and in the course for the year will have contacted approximately 280 staff
- Other Duties as may be assigned

Required Knowledge and Abilities

- Excellent written and verbal communication skills
- Good knowledge of business skills
- Counselling and mentoring skills

Preferred Qualifications

- Degree or Certificate in Human Resources or relevant experience or program from a community college or university
- CHRP designation is an asset
- Working knowledge of Employment Standards and other Human Resources pertinent legislation.
- Demonstrated computer skills, e.g., Word, Excel, etc.
- Good interpersonal skills, organization ability, and written and verbal communication skills.
- Demonstrated effective time management and problem-solving abilities
- Experience in administration of a Human Resources Policies
- Three years progressive experience in an HR capacity.
- Work experience in a First Nation community development context is a definite asset
- PLFN Community Member preferred
- Ability to analyze problems and identify alternate solutions.
- Establish & maintain effective working relationships with internal/external contacts;
- Effective communication, both oral & written;
- Ability to plan & organize

Compensation: To be determined (benefits after 3 months)

Hours: 35 hours/week (Monday to Friday 9-4)

Please submit resume and references to Kim Bos with a one-page covering letter outlining why you would like this position and what you could do to benefit the community in this position.

Fax 902-755-4715

E-mail kim.b@plfn.ca