



# *Pictou Landing First Nation*

## **JOB OPPORTUNITY**

### **Human Resources Manager**

#### **About Us:**

Pictou Landing First Nation (PLFN) is situated along the beautiful Northumberland Strait and we are responsible for the governance of a different number of programs within our community, including but not limited to; health, education, economic development, social, fisheries, commercial businesses, etc.

#### **About the Opportunity:**

PLFN is seeking an experienced Human Resource (HR) professional, preferably with CPHR designation to join our team. The HR Manager will be responsible for providing information, advice and guidance on HR matters; and ensuring best practices are shared and implemented within the organization. They will be responsible for ensuring that PLFN is compliance with applicable Occupational, Health and Safety, Employment Equity and Labour Standard legislation; employee relations; developing and coordinating the administration of policies, plans and procedures that relate to PLFN personnel; planning, organizing and administering the activities and actions of all PLFN HR matters – included but not limited to tracking employee annual leave, employee recruitment and retention, orientation of new personnel, managing employees benefits packages; and contributing to the development of PLFN's HR goals, objectives and systems. The HR Manager will have access to sensitive information, and must ensure a high degree of confidentiality, integrity and loyalty and will report to the senior management team.

#### **About You:**

As the successful candidate you will have post-secondary education in human resources, management, business administration, or equivalent with several years in a fast-paced work environment.

#### **You have:**

- Capacity to work under pressure with attention to detail. Must be able to simultaneously address numerous tasks and priorities.
- Conflict management and dispute resolution skills.
- Experience with policy and procedure writing
- Ability to work as an HR Generalist, provide insight to all areas of Human Resources
- Ability to plan, organize, develop, implement, and interpret goals and objectives.
- Tact, diplomacy, and interpersonal skills.
- Superior communication skills, both written and oral.
- Decision making skills for problem identification and solution recommendation.
- High level of confidentiality.

In addition to the above, you have demonstrated proficiency in office and administrative skills. You are also able to work under minimal supervision, carry out work within tight timelines and confer with colleagues internally and externally as required. Leadership competencies required at this level of work



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are: excellent oral and written communication skills, conceptual thinking, initiative, partnering and relationship building, and ability to identify issues and implement creative and strategic solutions. Experience working with Mi'kmaq and/or Indigenous communities and organizations is also preferred.

## **Other Considerations:**

This is a full-time position with the salary to commensurate with knowledge and experience. A valid Nova Scotia Driver's License is essential, as travel will be required. PLFN does provide company pension, group insurance and paid time off.

*PLFN hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission.*

Please forward resume and cover letter with 2 references to Andrea Paul, via email at: [andrea.p@plfn.ca](mailto:andrea.p@plfn.ca) or in person at 6533 Pictou Landing Road, Fisher's Grant, Nova Scotia.

**Deadline for applications: September 9, 2022 at 4:00 pm AST**

We thank all applicants for their interest, however, only those selected for an interview will be contacted.