



# Natoaganeg (Eel Ground) First Nation

47 Church Road, Eel Ground, NB, E1V4E6

## EMPLOYMENT OPPORTUNITY:

### Director of Human Resources

*Natoaganeg First Nation is committed to providing their employees with a work environment where they can be at their best and strives to provide a safe, secure and healthy living environment for its community members and the general public.*

<b>Location</b>	Natoaganeg (Eel Ground) First Nation
<b>Salary</b>	Based on qualifications and experience in accordance with current salary scales of Eel Ground First Nation
<b>Starting Date</b>	June 2019 for a 1 year term with possibility of full-time afterwards
<b>Deadline For Application</b>	4:00pm, June 7, 2019

#### SCOPE OF POSITION:

Eel Ground First Nation is committed to providing their employees with a work environment where they can be at their best. The Director of Human Resources position is critical to meeting that objective. He/she serves as both an advocate for employees as well as strong support for management and has broad accountabilities for Human Resources.

#### Key responsibilities include, but not limited to:

- The Director of Human Resources is accountable for the design, implementation and maintenance of a comprehensive Human Resources Strategy that encompasses all aspects of Human Resource Management and aligns the strategic direction of the Eel Ground First Nation with effective human resources management.
- Manages the planning, recruitment, selection, development, assessment and coordination of human resources in order to effectively meet the current and future needs of the Eel Ground First Nation.
- Serves as the First Nation's Chief Information Officer responsible for the maintenance and security of the First Nation's Employee Personnel Files as well as the Registered Pension Plan and Group Insurance Plan Administrator.

#### Typical Duties include, but not limited to:

- Providing advice, interpretation and direction to Program Managers and employees on matter related to Human Resources Management, relevant policies and procedures, employee personnel files, employee contract administration as well as labor standards, applicable labor laws and practices
- Development and implementation of procedures in support of all aspects of the Human Resources Policies
- The design and implementation of recruitment and learning strategies to ensure the First Nation has an adequate supply of well qualified staff to meet present and future needs
- The design and implementation of leadership development strategies for the continuous growth of current and potential Program Managers
- Represent the First Nation relevant to employment and labor decisions in the event of an appeal, adjudication, redress or tribunal
- The design and implementation of leadership development strategies for the continuous growth of current and potential Program Managers.
- Maintain the integrity of the Human Resources Policies by monitoring all employment and labor activities and making appropriate intervention where required.
- Keep abreast of changes in legislation, policy decisions, socioeconomic conditions, human resource planning, industry trends, business opportunities, etc., in order to proactively assess program needs and delivery option.
- Providing strategic reports to Chief & Council as required

#### QUALIFICATIONS:

- Bachelor's degree in Human Relations or other degree combined with experience
- Minimum of 7-10 years progressive Human Resources leadership experience.

#### REQUIREMENTS:

- Extensive experience working in an Indigenous context is a strong asset
- Demonstrated experience in all aspects of HR
- Proven track record in leading culture change and transformational initiatives
- Exceptional relationship building, customer service and communication skills
- Results-oriented, strong organization and problem-solving skills
- Able to deal with sensitive, confidential employee relations
- Able to demonstrate a collaborative and flexible approach to problem solving through broad-based thinking

**SEND RÉSUMÉ TO: [eelgroundfirstnation@nb.aibn.com](mailto:eelgroundfirstnation@nb.aibn.com)**

**\*\* Clearly indicate "HR Director" in subject line of email application \*\***

***Only those candidates under consideration will be contacted. We thank all those who apply.***