



EMPLOYMENT OPPORTUNITY

Manager, Human Resources
Governance Department
Permanent Full Time

Salary: \$84,575-\$101,483

Little Salmon/Carmacks First Nation (LSCFN) is seeking a Manager to oversee their Human Resources Program. Reporting to the Executive Director, the incumbent will be responsible for providing leadership and oversight to the development, delivery and provision of a full range of human resource management (HRM) services for Little Salmon/Carmacks First Nation (LSCFN), inclusive of occupational health & safety requirements. Supervising a team of professionals, the position supports business needs and proper implementation of the organizations' strategy and objectives by leading HR initiatives, helping to build partner-based relationships (internal and external) and contributing to the development of, ensuring compliance with and implementation of HR and OHS related policies & procedures.

Qualifications:

Post-secondary Diploma in human resource management employment law or related discipline, combined with significant recent experience providing a broad range of human resource management services, preferably in a federally regulated organization; current professional HR designation is an asset.

Considerable experience interpreting and applying a variety of human resource, occupational health & safety and employment specific legislation, standards, regulations and policy; Experience in workplace conflict and dispute resolution practices; first nation restorative justice experience is an asset;

Significant experience supporting management in staff and employee relations;

Experience conducting investigations, performing mediation and conflict resolution;

Supervisory and financial management experience;

Experience developing and delivering training and information sessions;

Experience with HR analytics, metrics and data management is an asset;

Policy writing experience is an asset.

Knowledge of lateral violence, trauma and trauma-informed practice is important in the role.

Knowledge of Little Salmon/Carmacks First Nation history, community, culture and tradition, demographics, goals and aspirations are required for success.

Note: An equivalent combination of post-secondary coursework, training, workshops and significant experience will equally be considered.

Conditions of Employment: valid class 5 drivers' license; satisfactory pre-employment criminal records check; Notary Public is an asset.

LSCFN Recruitment Policy will apply.

If you are interested, please submit your expression of interest along with your resume by 4:30 P.M. June 13, 2022, 2022 to:

Jennifer Lee; Executive Director

PO Box 135; Carmacks Y.T. Y0B 1C0

Phone: (867)863-5576 ext 268 Fax: (867)863-5710

Email :jennifer.lee@lscfn.

ca

If you require a job description, please feel free to contact us.

Only those candidates selected for an interview will be contacted.