

CHAMPAGNE and AISHIHIK FIRST NATIONS

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| <u>Identification:</u> | Human Resources Officer |
| <u>Department:</u> | Human Resources |
| <u>Supervisor:</u> | Director of Human Resources |
| <u>Date:</u> | October 28, 2020 |
| <u>Wage Level:</u> | 8 |
| <u>Status:</u> | Regular Full-Time |

A. **Job Summary:**

Reporting to the Director of Human Resources, this position is responsible for providing comprehensive Human Resources support to managers and employees of the Champagne & Aishihik First Nation (CAFN). By working in partnership with the Director and other Human Resources (HR) team members, the HR Officer will research, design, develop, and implement a variety of Human Resource services and initiatives, assist with the recruitment and retention of staff, and remain compliant with relevant regulations.

B. **Main Duties:**

1. Under the direction of the Director of Human Resources, this position is responsible for the following core Human Resource services and initiatives:
 - Recruitment
 - Providing assistance to directors and managers in developing job descriptions that accurately reflect the duties, responsibilities, job knowledge, and core competencies required for each of their departmental positions
 - Advising managers and employees on staffing policies and procedures
 - Advising job applicants on employment requirements and on terms and conditions of employment
 - Working with directors and managers to draft job postings and develop advertisement strategies
 - Receiving applications and preparing competition files for the interview committee
 - Maintaining and updating all recruitment data
 - Assisting in development of interview questions designed to assess the experience, abilities, and personal suitability of applicants
 - Arranging interviews, transfers, redeployment, and placement of personnel
 - Conducting pre and/or post interview reference checks to ensure basic qualifications, personal suitability requirements and job performance history are verified prior to making formal offers of employment
 - Developing eligibility lists from competitions, when required, and notifying unsuccessful candidates

- Performance Management
 - Working with directors and managers to ensure that regular performance management conversations are occurring within their teams and that appropriate documentation is completed
 - Providing guidance to directors and managers on how to have effective performance management conversations
 - Assisting directors and managers with any performance related documentation, ensuring that relevant policies and legislation are being adhered to
 - Providing guidance, support, and advice in the handling of workplace conflict and disciplinary matters
 - Maintaining updated personnel files as well as tracking data on performance evaluations to ensure evaluations are kept current

 - Onboarding and orientation of new employees
 - Creating, updating, and implementing effective onboarding plans
 - Providing support to directors and managers on an employee's first day of work to ensure that all relevant paperwork has been completed
 - Providing support to new employees with regards to learning the formal and informal culture and operations of CAFN

 - General employee support
 - Providing guidance to all employees with respect to all aspects of the Employee Manual
 - Assisting employees that are struggling with interpersonal issues within the workplace and/or are interested in applying for a vacant position
2. In partnership with directors, managers, and employees, this position is responsible for internal staff training and development and assists with succession planning, which includes:
- Identify skills gaps experienced by employees in their current positions as determined through their performance assessments and training plans
 - Lead in the development of training plans with supervisors and individual employees to address their short and long-term career aspirations
 - In collaboration with the Director of Human Resources, identify organization-wide priority training needs and develop an implementation plan
 - Monitor and maintain accurate records of individual staff training plans including underfill and mentorship, and progress of training plan including the outcomes
 - Develop, post, and maintain a monthly calendar of training that is to occur for each month, including those scheduled for training
 - Evaluate the relevancy of the overall and individual training plans and their effectiveness
3. As directed, assist the Director of Human Resources with strategic human resources initiatives, such as:
- Participating in developing and implementing automated information systems
 - Organizational Restructuring
 - Employee Engagement programs
 - Employee and family assistance program
 - Capacity building with staff and citizens as it relates to Human Resources (career fairs, resume writing, interviewing etc.)

C. **Job Knowledge and Skills:**

Education and Experience:

Post-Secondary Diploma in Human Resource Management, Business, or related field. Minimum of 2 years' work experience in Human Resources or a related discipline combined with experience working with First Nations governments. Proficiency in MS Office is required. Research and analytical skills are essential. Those with 2-3 years of relevant training and/or experience may be equally considered.

Job Knowledge:

- Knowledge of human resource management principles and practices including recruitment and compensations
- Knowledge of CAFN social structure, traditions, language, and cultural values
- Knowledge of the Canada Labour Code and Canadian Human Rights Act
- Knowledge of Federal and Territorial Government related programs, regulations, and procedures
- Knowledge of research methods, techniques, and/or sources of information

Management Skills:

- Demonstrates initiative in daily work responsibilities
- Discretion, tact, compassion, and good judgement
- Ability to resolve conflicts and foster unity
- Ability to work effectively as part of a team
- Ability to establish and maintain professional working relationships with staff, citizens, and the general public
- Ability to deal respectfully and foster trust with citizens
- Coaching and mentorship skills

Specific Skills:

- Ability to use Microsoft Office applications (Word, Outlook, Excel, and Internet)
- Ability to research, analyze and synthesize a wide variety of documents and information
- Ability to handle sensitive and highly confidential documents and situations
- Proven strong oral and written communication skills
- Ability to multi-task and establish priorities
- Well-developed organizational and time management skills
- Ability to prepare reports
- Ability to maintain confidential information, records and filing systems
- Effective problem-solving skills
- Ability to manage stress effectively
- Team-building skills

Interpersonal Skills:

- Good presentation skills when preparing and delivering workshops
- High standards of personal and professional integrity, fairness, and an unbiased approach.
- Demonstrates a commitment to quality and continuous improvement and acts as a positive representative of CAFN
- Ability to deal effectively with contacts from both inside and outside of the organization
- Ability to gain cooperation of others in resolving issues
- Ability to provide advice and guidance to individuals

D. **Decision Making:**

The high-level goals and objectives of this position are established by the Director of Human Resources. The incumbent is expected to work with considerable independence in achieving established goals and objectives. This position is held accountable for the quality of timeliness in assigned human resource deliverables provided to the CAFN. The position is held accountable for the advice and recommendations provided to staff of the CAFN from an employee relations perspective. The position is expected to ensure adherence to the CAFN Human Resources Policy and Federal and Territorial legislation.

E. **Impact/Accountability:**

The position is responsible for the fair and equitable application of legislation (i.e. Canada Labour Code) and CAFN Human Resources Policies and the provision of quality advice and information to management and employees of CAFN. The position provides advice, guidance and expertise in recruitment, retention, and employee relations, which have significant impact on the operation and morale of employees.

F. **Positions Supervised:**

None

G. **Working Conditions:**

This position is located in a normal office environment; however, may be required to travel as directed to ensure consistent application of policy and administration of Human Resources matters in locations where staff are working. The position is expected to meet established and often short-term deadlines in a variety of areas. There is occasionally the requirement to interact with upset and emotional people who do not feel their needs are being met. The incumbent may be required to work weekends and/or evenings to ensure expectations are met.

H. **Conditions of Employment:**

- A Yukon Class 5 driver's license
- Criminal record check
- Willing and able to travel to other CAFN communities
- Willing to work flexible hours
- Willingness to work evenings and/or weekends, as required
- Mandatory confidentiality is a condition of employment for all CAFN personnel
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job

description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

Senior Director, Government Services

Date

Director, Human Resources

Date

Employee

Date