



Human Resources Manager (Existing Vacancy) Reporting to First Nation Administrator **Administration Department**

**PERMANENT
FULL-TIME @ 35 HOURS
PER WEEK**

Normal Work Hours:

Monday – Thursday:
8:15am to 4:30pm
&
Friday:
8:15am to 1:15pm

****flexing of hours
required****

Salary:

Start Rate - **\$49.70 to
\$53.88 per hour***

*While Alderville First
Nation Salary Grid will
apply – **start rate will be
commensurate with
experience.**

Benefits:

-  Paid Vacation
-  Paid time off over
Holiday Shutdown
-  14 Statutory
Holidays
-  Paid Sick Leave
-  Group Health &
Dental Benefits
including Long-term
Disability (LTD) and
Employee Family
Assistance Program
(EFAP)
-  Pension Plan with
Employer Match

JOB SUMMARY:

Reporting to the First Nation Manager, the Human Resources Manager, is the most senior HR role within Alderville First Nation. The Human Resources Manager oversees the Human Resources Consultant and provides strategic and operational HR leadership, supporting organizational goals, strengthens workplace culture, and ensures human resources practices are consistent, fair, legally compliant, culturally respectful, and aligned with the values and priorities of the First Nation.

The Manager acts as a trusted advisor to the First Nation Manager, Council as required, managers, supervisors, and employees on human resources matters. The role is responsible for HR strategy, employee relations, workforce planning, recruitment and retention, compensation and benefits, policy development, performance management, health and safety, employee wellbeing, HR compliance, and oversight of HR systems and records.

KEY JOB FUNCTIONS:

- Strategic HR Leadership and Advisory Support
- Provide strategic HR advice and guidance to the First Nation Manager, Council as required, managers, supervisors, and program leads.
- Lead the development and implementation of HR strategies, programs, policies, and practices that support the First Nation's strategic priorities, operational needs, and community values.
- Support organizational structure planning, workforce planning, and succession planning.
- Identify emerging HR risks, workforce trends, and organizational needs, and recommend appropriate strategies.
- Build HR capacity across the organization by coaching managers and supervisors on effective people leadership practices.
- Attend leadership, management, Council, or committee meetings as required to provide HR advice, reporting, or recommendations.
- Employee Relations, Conflict Resolution, and Workplace Investigations
- Lead and provide expert guidance on employee relations matters, including conflict resolution, performance concerns, disciplinary action, workplace complaints, and investigations.
- Act as the lead on complex, sensitive, or high-risk employee relations matters.
- Ensure employee relations processes are fair, confidential, timely, culturally respectful, and consistent with legislation, policy, and procedural fairness.
- Provide coaching to managers and supervisors on documentation, corrective action, workplace expectations, and conflict resolution.
- Promote a respectful workplace free from discrimination, harassment, violence, lateral violence, and other harmful behaviours.
- Support resolution-focused approaches that strengthen workplace relationships and promote long-term solutions.

1. HR Policy, Compliance, and Risk Management

- Lead the development, review, implementation, and communication of HR policies, procedures, forms, standards, and processes.
- Ensure HR practices comply with applicable legislation, including Canadian Labour Code (CLC), Employment Standards Act (ESA), Canadian Human Rights Act (CHRA), Occupational Health and Safety Act (OHSA), and other relevant requirements.
- Monitor changes to employment legislation and recommend policy or procedural updates.
- Ensure HR policies and practices are applied consistently across departments.
- Provide guidance on employment agreements, job descriptions, personnel files, workplace accommodations, leaves, and employment-related documentation.
- Maintain a high standard of confidentiality, privacy, and records management.

2. Recruitment, Selection, Onboarding, and Retention

- Lead recruitment and retention strategies that attract, retain, and develop qualified employees, including Indigenous candidates and Community Members where appropriate.
- Oversee full-cycle recruitment processes, including workforce planning, job posting approvals, interview and selection practices, reference checks, offers, and employment agreements.
- Ensure recruitment practices are fair, inclusive, culturally informed, and compliant with applicable policies and legislation.
- Support managers in developing and updating job descriptions.
- Oversee onboarding and orientation practices to support successful employee integration.
- Develop retention strategies informed by workforce data, employee feedback, exit interviews, stay interviews, engagement surveys, and operational needs.

3. Performance Management and Employee Development

- Lead the development, implementation, and evaluation of the organization's performance management program.
- Coach managers and supervisors on goal-setting, feedback, performance reviews, corrective action, documentation, and employee development planning.
- Ensure performance management processes are objective, strengths-based, culturally respectful, and consistently applied.
- Identify organization-wide learning and development priorities.
- Develop or coordinate training programs that enhance employee skills, leadership capacity, compliance, cultural awareness, and workplace effectiveness.
- Support career development pathways and growth opportunities for employees.

4. Compensation, Benefits, Pension, and Total Rewards

- Oversee salary administration, job evaluation processes, compensation practices, benefits, pension, and total rewards programs.
- Work with the First Nation Manager, Council, Finance, benefit providers, and third part administrators, as required to monitor compensation and benefit costs, trends, and program effectiveness.
- Prepare or review offer letters, employment agreements, compensation recommendations, and related documentation.
- Recommend improvements to compensation, benefit, pension, recognition, and reward programs.

- Ensure compensation and benefit practices are equitable, consistent, financially responsible, and aligned with approved salary grids and policies.

5. Health, Safety, Disability Management, and Employee Wellbeing

- Oversee workplace health, safety, wellness, disability management, workplace accommodation, and return-to-work processes.
- Ensure health and safety practices comply with applicable legislation and organizational policy.
- Provide oversight and guidance on WSIB claims, incident reporting, medical leaves, accommodation plans, and related documentation.
- Support the Joint Health and Safety Committee and ensure health and safety matters are addressed appropriately.
- Develop and support employee wellbeing initiatives that reflect Indigenous wellbeing practices and appropriate western approaches.
- Identify workplace trends related to absenteeism, wellness, injuries, employee concerns, and retention, and recommend strategies for improvement.

6. HR Systems, Records, Reporting, and Administration

- Ensure HR records, employee files, personnel forms, and HR documentation are accurate, secure, confidential, and current.
- Oversee HR reporting related to workforce planning, vacancies, turnover, recruitment timelines, leaves, training, benefits, and other HR metrics.
- Prepare HR reports, briefing notes, recommendations, and updates for the First Nation Manager, Council, Finance, or committees as required.
- Ensure HR processes are efficient, documented, and consistently followed.
- Supervise the Human Resources Consultant and ensure HR work is distributed appropriately within the two-person HR structure.

7. Supervision of the Human Resources Consultant

- Provide direction, supervision, coaching, and performance feedback to the Human Resources Consultant.
- Assign and monitor HR work to ensure timely, accurate, confidential, and professional service delivery.
- Support the Consultant's professional growth and development.
- Ensure the Consultant is appropriately involved in operational HR activities while complex, strategic, confidential, or high-risk matters are retained or led by the Manager.
- Foster a collaborative, respectful, and service-oriented HR team environment.

PREFERRED EXPERIENCE:

- Experience working in a First Nation, Indigenous organization.
- Proven ability to develop HR strategies, policies, and programs.
- Strong knowledge of employment legislation, HR practices, and emerging trends.
- Excellent communication, interpersonal, and conflict-resolution skills.
- Ability to analyze problems, develop solutions, and provide sound recommendations.
- Advanced computer skills (MS Office, HRIS, databases, and online recruitment platforms).
- High degree of professionalism, confidentiality, and cultural awareness.

MINIMUM QUALIFICATIONS:

Education and Experience

- Post-secondary degree or diploma in Human Resources, Business Administration, Public Administration, or a

related field.

- Minimum of five years of progressive human resources experience, including senior advisory, management, or supervisory experience.
- Experience working in a First Nation, Indigenous organization, public sector, non-profit, or community-based environment is strongly preferred.
- Certified Human Resources Professional designation, such as CHRP, CHRL, or equivalent, is considered an asset.
- Equivalent combinations of education, training, and experience may be considered.

Knowledge, Skills, and Abilities

- Strong knowledge of human resources best practices, employment legislation, human rights, occupational health and safety, workplace accommodations, privacy, and HR compliance.
- Demonstrated understanding of First Nation governance, Indigenous culture, traditions, teachings, community dynamics, and the impacts of colonial systems, residential schools, and intergenerational trauma.
- Strong advisory, leadership, coaching, conflict resolution, and problem-solving skills.
- Ability to handle sensitive and confidential matters with professionalism, discretion, tact, and sound judgment.
- Strong written and verbal communication skills.
- Ability to develop policies, reports, briefing notes, employment letters, procedures, and recommendations.
- Strong analytical skills and ability to use HR data to inform planning and decision-making.
- Strong computer skills, including Microsoft Office, databases, and online recruitment platforms.
- Ability to build trust and maintain effective working relationships with Council, leadership, managers, employees, community members, and external partners.

Requirements

- Valid driver's licence or access to reliable transportation.
- Acceptable CPIC and/or Vulnerable Sector Screening, as required.
- Ability to maintain strict confidentiality.
- Ability to work flexible hours when required.
- Ability to travel as required.

DEADLINE TO APPLY: Until Filled

HOW TO APPLY: Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

HOW TO CONTACT: Human Resources Recruitment
Phone: 905-352-2011 ext. 254
Email: humanresources@alderville.ca

Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted. **AFN does not utilize AI to screen candidates.**

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

AFN Chief & Council retain the right to make the final decision on the selection of the successful candidate.