

Rainy River First Nations – Job Posting

HUMAN RESOURCES MANAGER



Permanent Full-Time

Reporting to the Manager of Administration, the Human Resources Manager will perform comprehensive duties that involve all areas of Human Resources Management for the First Nation. The HRM will also liaise with legal representatives and provide advice, assistance, guidance, and resources to any of the business entities of Rainy River First Nations.

PRIMARY ACCOUNTABILITIES

- Manage and administer the recruitment and hiring processes for all positions associated with RRFN.
- Conduct job evaluations as necessary to ensure accurate and competitive job descriptions.
- Manage and coordinate the yearly performance management process.
- Oversee total compensation and rewards and evaluate new and existing benefits options through negotiation with external providers and researching new opportunities.
- Work closely with internal managers to administer and track progressional discipline, performance improvement plans and other department requirements needed through employee relations.
- Assist in identifying, planning, organizing, and implementing training initiatives for staff and/or community members.
- Assist with policy development, revisions and ensure accuracy and consistency is maintained.
- Manage and enhance the HRIS system Payworks and coordinate the onboarding processes.
- Assist with the formulation of committees and internal and external working groups.
- Assist in the development process of strategic planning for all internal departments.
- Assist in the development process of succession planning and career development.
- Work with external resources such as legal representatives, human resources professionals and other business partners to gather resources and information as required.
- Ensure business practices align with federally regulated processes and Canada Labour Code requirements for Human Resources Management.
- Champion new and existing corporate best practices and continue to develop the employee engagement and wellness portfolio.
- Manage and coach staff.
- Act as a prime on administering various internal committees as required for business need.
- Perform other duties as assigned that are relevant to the position.

POSITION REQUIREMENTS

- University Degree or College Diploma related to Human Resources Management.
- Five (5) years experience working in First Nation Administration and/or Business Administration.
- Experience managing, developing and coaching staff.
- Knowledge and understanding of employment laws and regulations.
- Must have experience in identifying, developing and organizing training programs.
- Must possess excellent communication skills, both oral and written.
- Ability to work with and effectively manage high levels of stress.
- Must have the ability to maintain diplomacy, discretion and respect when liaising with Chief and Council, other managers, community members and external agencies.
- Demonstrated competency with all MS Office suite, HRIS systems and external recruitment platforms.
- Knowledge and respect for Rainy River First Nations' culture, traditions, practices, and lifestyles.
- Criminal record check and vulnerable sector screening.
- Valid driver's license and satisfactory driver's abstract.
- Adherence to Rainy River First Nations' Drug Testing Policy

LEADERSHIP

- Serve as the primary strategic leader and operational manager for the human resources department.
- Uphold RRFN mission and vision and act as a champion for change, alliance, and professional business practice.
- Lead, inspire and foster an environment of collaboration and excellence.
- Champion internal growth, development and encourage innovation.

PERKS & BENEFITS

As a valued team member, you will be eligible for:

- 2 weeks Paid vacation
- 2 weeks paid Christmas vacation
- 100% employer paid health and dental benefits
- Employer pension contribution matching
- Five (5) personal leave days per year

How to apply:

Please submit applications with cover letter and current resume to: hr@manitourapids.ca. Posting open until filled. We thank all candidates who apply in advance, however only those selected for interview will be contacted.

2022-2025

Rainy River First Nations Chief & Council

We extend our warm welcome and encourage all interested individuals to submit their application for employment opportunities in a safe and non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit www.rainyriverfirstnations.com

