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OPPORTUNITY PROFILE HUMAN RESOURCES MANAGER

SAUGEEN FIRST NATION



the right people

SAUGEEN FIRST NATION | HUMAN RESOURCES MANAGER

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THE ORGANIZATION

SAUGEEN FIRST NATION

Saugeen First Nation (SFN) is an Ojibway community found on the shores of Lake Huron at the base of the Bruce Peninsula, two miles northeast of Southampton and approximately eighteen miles west of Owen Sound, Ontario. South Sauble Beach Park, renowned for its breathtaking sunsets, is known for its shallow, sandy beach. It provides the backdrop for the healthy active lifestyle of this area—a popular destination for hiking, fishing, and swimming.

SFN's administration team manages twenty-one departments to holistically serve its community and provides both seasonal and year-round employment for 150 staff. SFN has a population of approximately 1,857 members, with 928 living on reserve. They prioritize social development and offer a great amount of training and education opportunities for their members. The Lands, Fisheries, Roads, and Water Departments ensure the environment is managed appropriately and according to community protocols and policies.

SFN is a vibrant and thriving community deeply rooted in culture and tradition. They have fostered exceptional relationships and have made agreements and working relationships with international partners and neighbouring communities. They are leading the way in the energy sector by being successful stewards of their traditional territory.

To enhance their culture and member services, the community is creating new and innovative community infrastructure. SFN is currently upgrading its signature stone masonry amphitheatre, which is situated next to a significant historical site and is visited by thousands of people each year. Once complete, the updated amphitheatre will be a one-of-a-kind, world-class facility. In addition, the administrative headquarters has moved to a brand-new government building on reserve and is fully operational.

To learn more, please visit Saugeen First Nation's [Website](#).



THE OPPORTUNITY HUMAN RESOURCES MANAGER

The Human Resources Manager, under the direction of the Band Administrator, will primarily be responsible for providing recommendations on organizational design, along with the development of policies and practices in support of achieving and maintaining a vibrant workforce. To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required and are not intended to be an exhaustive list of all duties and responsibilities associated with this job. The successful candidate will perform policy review and analysis and will develop and implement policies, programs and procedures regarding human resource planning, recruitment, training and development, occupation classification and pay and benefit administration.

Key Duties and Responsibilities

Human Resources Planning & Staffing

- Administer progressive disciplinary action in accordance with established procedures;
- In consultation with other directors, anticipate future staffing requirements in line with strategic plans;
- Analyse the knowledge, skills, abilities, and competencies required for each job and develop competency based job descriptions;
- Manage the implementation of Saugeen First Nation's personnel and recruitment policy, including selection and ensuring that recruitment practices are fair and consistent and align with good practices;
- Manage the recruitment process;
- Coordinate and manage the orientation of new employees, process probationary reviews, employee evaluations and terminations;
- Manage benefits administration.



Employee Relations

- Provide leadership and support to staff in relation to human resource matters and ensuring compliance with Saugeen First Nation's approved policies and procedures;
- Consult and advise management and staff on labour relations issues and human resource functions;
- Ensure awareness of the Canada Labour Code, Occupational Health and Safety Act and on basic conditions of employment and all other labour standards legislation;
- Ensure that all staff are aware of approved policies and procedures;
- Act as focal point for all initial queries from staff regarding policies and procedures and/or benefits administration support;
- Monitor and advise on corrective action and grievance matters in accordance with Saugeen First Nation's policies and procedures.

Employee Evaluation, Performance Management, Capacity Development and Training

- Identify training, and skills competency needs within the organization;
- Coordinate career development, succession planning and talent management needs across all department areas;
- Coordinate annual performance appraisals and assist facilitate accommodation requests;
- Identify skills shortages and where there is need to improve and inform management;
- Ensure that Saugeen First Nation's training and development programs are put in place;
- Implement performance management and talent wellness initiatives. Ensure that performance management is standardized and followed. Ensure that all employees are informed of and trained in application of performance management and talent wellness initiatives;
- Assists facilitate training opportunities and lunch-and-learns for staff on: benefits and retirement, insurance, human resource issues and organizational wellness initiatives.



Policy Research & Analysis

- Develop recommendations for amendment, elimination, or development of new policies;
- Review current policies to identify inefficiencies, legal vulnerabilities, compliance with changing regulations;
- Research best practices in organizational design, practice, and policy to inform recommendations;
- Investigate potential impact of regulatory changes (for example: benefits premiums).

Communication

- Developing bulletins regarding human resource policies;
- Developing training materials regarding changes;
- Rolling out appropriate training, communication, reference materials, etc;
- Developing and delivering presentations to staff;
- Developing and maintaining internal communication and file management systems.

Skills and Abilities

- A proven track record in effectively managing human resources in a complex, multi-programmed public administration, or similar experience.
- Demonstrated abilities in each of the key human resource processes, including complaint resolution, report writing, performance management, personnel management, recruitment and development, and information management.
- The ability to lead by personal example, to motivate and develop a capable work force in a fair and effective manner, based on the team approach and consistent with policies and best practice.
- The ability to receive delegated instruction to carry out, and/or willingness to assist affect difficult decisions in a timely manner, demonstrating good judgement, and respect for organizational policies and values, and in alignment to legislation.
- Critical thinking skills, including the ability to research, analyze and evaluate and make recommendations concerning complex information and ideas.
- Excellent written and verbal communication skills.



THE PERSON

Requirements

Education & Experience

- Degree or Diploma in Human Resources Management, Public Administration, Business and/or a related discipline (required);
- A minimum of 3 years of experience in a management role, leading staff recruitment, development, budgeting, forecasting, conflict resolution, and facilitating mediation;
- A minimum of 3 years' experience with occupational health and safety, training and development, communications, and employee relations;
- Certified Indigenous Human Resources Professional (CIHRP) (asset, or willingness to obtain – employer sponsored);
- WHMIS Certificate, First Aid and CPR Certificate;
- Naloxone Training (provided by the employer).



THE LOCATION

THE BRUCE PENINSULA

The Saugeen First Nation can be found on the shores of the beautiful Lake Huron at the base of the Bruce Peninsula, located 2 miles northeast of Southampton and approximately 18 miles west of Owen Sound on Highway 21. Saugeen First Nation is conveniently located within 2 to 3 hours of major centers such as Toronto, Barrie, Kitchener, London and Sarnia.

The Ojibway heritage is rich in colour and expression. This is evident in dance, works of art and handmade craft creations. The public is invited to sample the Saugeen Ojibway's cultural heritage and experience their gracious hospitality. A visit to the Saugeen Amphitheatre in July or August will allow an opportunity to experience firsthand the Ojibway culture by participating in workshops and other programs. While visiting the community, the visit wouldn't be complete without a stop at the Little Barn Craft Shop, which carries an assortment of native crafts and art from throughout Ontario.

Dancers from across the country participate in the annual Three Fires Confederacy Pow Wow held the second weekend in August in the Saugeen First Nation. Native dance, music, traditional foods, handmade beadwork, quill baskets, black ash baskets and other handcrafted items are featured.

Visitors are welcome to hike on one of the nature trails that offer a unique excursion into the unrefined beauty of the area. Fishing the Saugeen River is a sport for all seasons. Spring sees the influx of rainbow trout making their way upriver to spawn. Summer has catfish, bass, perch and small trout coming in. Fall/Winter has the salmon run usually in late August, followed within a couple of weeks by the rainbow trout. The Saugeen Rivers is known for having some of the best rainbow fishing in Ontario.

While visiting the Saugeen First Nation, you are only a few minutes away from a variety of dining options, golfing, shopping, amusements and accommodations.



Competencies and Personal Characteristics

Leadership – Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

Strategic – Develops a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals.

Integrity and Honesty – Demonstrates a resolute commitment to and respect for the spirit behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.

Influential and Collaborative – Has an open and consistent approach to working with others and possesses strong interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining stakeholder agreement.

Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas; designs and implements new or cutting-edge programs/processes.

Effective Working Relationships – Treats colleagues, and stakeholders with respect; resolves conflicts in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.

Communication – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

People Development – Fosters learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally and informally recognizes deserving staff and colleagues.

Partner Group Focused – Anticipates and attends to the needs of internal and external stakeholders of the organization; keeps stakeholder interests in the forefront.



COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT:

Robin Noftall or Greg Longster

LEADERS INTERNATIONAL EXECUTIVE SEARCH

#1160 - 595 Howe St.,

Vancouver, BC V6C 2T5

Phone: (604) 688-8422

Email: connect@leadersinternational.com

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