



# HIAWATHA FIRST NATION

## EMPLOYMENT OPPORTUNITY

**Position Title:** Director of Human Resources

**Position Type:** Internal

**Location:** Hiawatha, ON

**Duration:** Full-Time Permanent

**Posting Closes/Deadline:** April 20, 2025 at 11:59 pm

**Tentative Interview Date:** April 21-25, 2025

**Salary Range:** \$97,650-\$108,550

### **About Us:**

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 1000 registered citizens, with approximately 235 residing in Hiawatha. In the summer months our population increases significantly. Hiawatha is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

### **Position Summary:**

The Director of Human Resources is responsible for the provision of human resource services. The incumbent is responsible for creating and supporting a positive employee relations environment. The Director of Human Resources will provide leadership in the development of human resources policies and programs and assist in the development of the organizations Strategic Plan. The Director of Human Resources applies a solid knowledge and understanding of employer obligations including staffing, compensation and benefits, health and safety, orientation and training, and organizational development. The incumbent must follow the strategic plans of the organization and adhering to the HFN vision and values.

### **Reporting:**

This position will report directly to the Executive Director. This position will oversee the Human Resources Coordinator.

### **Main Responsibilities:**

- Build and promote a safe, healthy, respectful workplace in accordance with the organizations mission, vision and values, Ministry standards and regulations and all legislative requirements and be accountable for staff to meet this responsibility.
- Generate transition plans and set priorities to facilitate organizational realignment, where required, including consultation with staff and other groups.
- Assist in service/human resource planning and budget preparation as they relate to human resource requirements, program expenditure controls and financial accountability.
- Provide leadership in the development of a human resources atmosphere for open, honest, and bilateral communication, mutual respect and consideration for all organization staff and partners.
- Ensure all necessary human resource policies, programs, and procedures are developed and implemented in accordance with relevant legislation, organization accreditation, and best human resource practices.
- Oversee the recruiting processes and develop and implement effective procedures to ensure acquisition of qualified candidates.
- Develop, implement, and manage an appropriate employee recognition program.
- In collaboration with the Director of Finance, manage the organization's Employee Benefit program through cost monitoring and reporting, and guiding the tendering process for selection of benefit carriers.
- Oversee disability management and ensure procedures are in place to provide employees with modified work opportunities and early return to work, as appropriate.
- Establish and monitor an appropriate budget in support of resources required to design, implement, maintain, and evaluate all human resource programs, approve human resource program delivery expenditures within delegated approval guidelines.
- Ensure the implementation of approved human resource programs and service delivery as appropriate.
- Oversee the Health and Safety function within the organization, including ensuring management representation to the Joint Health & Safety Committee, and contribute to the resolution of health/safety concerns.
- Provide expertise, support, and advice to all organizational levels on matters related to labour legislation and labour relations practices.

- Manage the administration of complaints and the complaints resolution process.
- Perform supervisory functions, managing the Human Resources Department ensuring that services are efficient, operational and that the service delivery is carried out effectively and efficiently.
- Facilitate alternative dispute and conflict resolution approaches.
- Monitor service levels and quarterly data reports to adjust the human resource plan as required.
- Develop, implement and maintain appropriate job description, job evaluation and classification processes needed in the organization participating in related committee work as required.
- Establish policies and procedures/mechanisms for performance management.
- Provide consultation and support to managers and supervisors with respect to performance management and staff disciplinary decisions.
- Communicate clear and measurable performance expectations and accountabilities to staff with the opportunity that they have input into decisions that affect them in order that employees can meet their performance standards.
- Direct training, staff development, evaluation and support activities for HR staff assigned to the department.
- Participate in the defined organization supervisory and evaluative process.
- Assist in the orientation of new staff as appropriate.
- Participate in professional development to achieve increased competence and skill in areas critical to performance by attending appropriate training opportunities and keeping current with the theory and practice in one's area of employment.
- Serve as a resource to managers and supervisors on human resource issues and initiatives in line with their functional areas of responsibility.
- Develop, implement, and manage effective procedures for employee's orientation and initial training.
- Assist in and contribute to the development and administration of the staff training budget.
- Ensure and participate in the development of a staff training plan, ensure the delivery of training both internally and externally.
- Generate opportunities for relevant and necessary professional training and development.
- Ensure succession planning processes are in place in support of staff development and advancement, and to facilitate recruiting selection.
- Coordinate and monitor the certification program for staff when certification is required as a condition of employment.
- Develop an understanding of other related community agencies and their mandate. This may include membership on committees or involvement in special projects related to the work of the organization.
- Participate in strategic planning and service planning processes in which human resource requirements are reviewed in line with forecasted budget and resources.
- Develop a human resources plan
- Ensure the appropriate maintenance and security of Human Resources Employee data, in consultation with the Finance Comptroller, as appropriate.
- Act as a resource to any Board Committee or other standing or ad hoc committees on human resource issues, as required.
- Represent the organization in a human resource capacity, as required, by attending proceedings such as conferences, meetings, community events, planning sessions, working groups and special events.
- Participate as a member of the organizations Management and Executive Teams including attendance and participation in various meetings and committees, providing leadership, input, and feedback on Human Resources issues, as well as the completion of associated assigned tasks.
- Other duties as assigned.

#### **Requirements:**

- University degree in Human Resources, Business Administration, or other relevant program required
- Certified Human Resource Professional (CHRP) Designation preferred
- Minimum 5 years' experience in human resources management in a management role.
- Strategic planning and organizational development experience would be an asset.
- Experience in a First Nations environment is an asset;
- A combination of education, training or work experience which Hiawatha deems to be equivalent specialized and relevant certifications (i.e. Health and Safety, Alternative Dispute Resolution, etc) an asset
- Must provide a clear CPIC
- Valid Driver's License and reliable transportation is an asset

#### **Knowledge, Skills and Abilities:**

- Sound knowledge of legislation (i.e. Canada Labour Code, etc.)
- Sound knowledge of legislation and case law that impacts a workplace
- Ability to seek out and stay on top of changing legislation and how it affects the workplace

- 🌸 Knowledge of working in a First Nations setting
- 🌸 Understanding of payroll, legislation affecting payroll and benefits
- 🌸 Ability to make sound and ethical decisions
- 🌸 Ability to deal with difficult situations which can sometimes be heated or emotional for one or more parties
- 🌸 Ability to listen effectively, respond appropriately and maintain mutual comfort level while relating to a diverse workforce
- 🌸 Ability to plan and be proactive when dealing with various issues within an HR department
- 🌸 Ability to multi-task and set priorities
- 🌸 Ability to work in a team and individually
- 🌸 Excellent time management skills
- 🌸 Ability to maintain strict confidentiality and build trust and rapport with staff

**Behavioural Competencies:**

- 🌸 Empathetic and non-judgemental
- 🌸 Honest, respectful and trustworthy
- 🌸 Results oriented
- 🌸 Personal effectiveness
- 🌸 Demonstrate sound work ethic
- 🌸 Demonstrate keen attention to detail
- 🌸 Proven ability to work with people of diverse education, cultural and language backgrounds

**Working Conditions:**

- 🌸 Extended periods of sitting
- 🌸 May have to deal with upset clients from time to time
- 🌸 Working with tight deadlines
- 🌸 Working with difficult situations which require concentration and listening
- 🌸 Will be required to speak one on one and within group settings
- 🌸 Attend meetings outside of regular working hours
- 🌸 Possible travel required

**Application Process:**

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Hiawatha First Nation  
 431 Hiawatha Line  
 Hiawatha, ON  
 K9J 0E6  
 ATTN: Zachary Friar, HR Coordinator

By email: [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca)

For more information or a detailed job description, please contact Zachary Friar at (telephone) 705-295-4421 ext. 209 or (email) [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca)

To find out more about Hiawatha First Nation, please visit our website at [www.hiawathafirstnation.com](http://www.hiawathafirstnation.com)

- 🌸 *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- 🌸 *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- 🌸 *Late applications will not be considered*
- 🌸 *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*
- 🌸 *Internal postings are for current staff and citizens of Hiawatha, Internal/External postings will give preference to internal applicants first*

*We, the Mississauga of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.*