

FIRST NATION OF NACHO NYAK DUN (FNNND)

<u>Position Title:</u>	Director Human Resources (HR) and Capacity
<u>Department:</u>	Human Resources and Capacity
<u>Supervisor:</u>	Executive Director
<u>Date:</u>	June 2021
<u>Status:</u>	Full Time Permanent/Term
<u>Classification:</u>	Level 9

JOB SUMMARY

The Director Human Resources and Capacity reports to the Executive Director and is responsible for ensuring Human Resource function for FNNND is maintained at the highest level, ensuring legal and regulatory compliance. They are directly responsible for establishing and maintaining human resource and capacity development policies, procedures, controls, and reporting, and for the supervision of human resource staff. They provide leadership, coordination and services for FNNND directors, managers and supervisors with regards to effective human resource practices in the areas of recruitment and retention, performance management, staff relations, training, capacity development, disability management, benefits management, occupational health and safety and human resource information systems (HRIS). The Director Human Resources and Capacity is extensively relied upon for providing human resource expertise to FNNND, General Assembly, the Financial Management Committee, Department Directors and Managers.

MAIN DUTIES

1. Establishes and maintains human resource and capacity development policies, procedures, controls, and reporting, and for the supervision of human resource staff by:
 - Developing, monitoring and enforcing human resource policies and procedures, reporting on breaches of same to the Executive Director and/or Council as appropriate
 - Communicating and collaborating with departmental leaders to keep current with the programs and their needs with regards to human resource issues such as recruitment and retention, performance management, staff relations, conflict resolution, training, capacity development, disability management, benefits management, HRIS and occupational health and safety
 - Monitoring legislation, regulations, policies, and best practices applicable to human resources, including *Canada Labour Code Act and Regulations*, FNNND Acts, Regulations and Policies, ensuring FNNND compliance and risk mitigation
 - Leading and supervising human resource staff
 - Hiring, training, developing and appraising staff
 - Participating in the day-to-day human resources function as needed

2. Provides leadership, coordination, and services for FNNND directors, managers, supervisors, and staff by participating or supervising HR staff or contractors in the following areas:

Organizational Design and Planning

- Facilitating and or participating as a technical expert in organizational and departmental strategic and operational planning processes, advising on human resource best practices in the design of the organization
- Ensuring all positions within the organization have up-to-date job descriptions by assisting managers and directors with identifying key functions and tasks, by assisting with job description writing and by ensuring all job descriptions contain the required information and are in an appropriate format
- Classifying or overseeing the classification of each job description to ensure maintenance of pay equity within the organization
- Maintaining a complete set of existing and historical job descriptions and classification decisions

Recruitment and Retention

- Preparing for and managing all recruitment activities in accordance with FNNND Human Resource Policy and the Procedures and Administration Manual including:
 - Establishment of standard practices, processes, forms, etc.
 - Ensuring openness and transparency in all FNNND hiring
 - Advertising employment opportunities
 - Competition assessment processes: coordinating and chairing hiring committees, screening, interviewing, written and on-the-job practical assessments, scoring, references, criminal record, vulnerable sector checks and other conditions of employment
 - ensuring orientation of all new employees
- Establishing of retention and succession planning strategies
- Creating opportunities for training and development for staff and FNNND citizens to promote increased FNNND citizen hire
- Reporting monthly and annually on all FNNND recruitment activities

Performance management

- Ensuring and encouraging active performance management activities are undertaken by all directors, managers and supervisors
- Providing or arranging for the provision of ongoing and periodic training and coaching for FNNND staff in performance management best practices and processes, including legislated requirements in the areas of harassment and violence prevention, and occupational health and safety
- Providing leave analyses and programing to address attendance management and other issues
- Assisting and advising supervisors, managers and directors on disciplinary actions up to and including terminations

Training and Capacity Development,

- In consultation with managers and directors, develop and implement annual and multi-year training plans for FNNND, evaluating organizational and departmental training needs

- Facilitating the procurement of specific training for FNNND staff, and potential staff by researching, and contracting through training and education providers
- Reviewing, evaluating and approving training requests (both group and individual)
- Ensuring the gathering of evaluations from all individuals attending training provided or funded by FNNND

Disability and Benefits management

- Ensuring enrollment of all eligible employees in FNNND benefits plans
- Assisting employees with accessing benefits, including long and short-term disability benefits, and employee assistance
- Assisting directors and managers with accommodation activities for individuals with disabilities

Occupational Health and Safety (OH&S)

- Implementation of legislated OH&S provisions including, establishment and support for workplace health & safety committees,
- Establishment and implementation of safe work policies, procedures, and practices
- OH&S Reporting for FNNND

Human Resource Information Systems (HRIS)

- Research and implementation of a comprehensive HRIS system for FNNND
- Secure and confidential human resource records management including Personnel, Grievance, OH&S, Position Files, etc.

3. Provides professional advice and interpretations on all aspects of FNNND human resource management by

- Serving as an advisor on Committees as directed by Council
- Reviewing and recommending amendments and updates to FNNND Human Resource Policies and the Procedures and Administration Manual

QUALIFICATIONS

- Degree or Diploma in a field related to Human Resource Management and/or professional CPHR or equivalent designation; and
- Minimum of three (3) years' experience in a senior human resource management position
- Experience in working within a government (preferably FN) in a senior human resource management capacity

KNOWLEDGE AND SKILLS

- Comprehensive professional human resource knowledge with a strong focus on recruitment, capacity development and conflict resolution, as well as general principles, theories and practice of employee relations, personnel, human resource management, job classification, recruitment and selection
- Understanding of various legislation and regulations that govern federally regulated employers (*Canada Labour Code and Regulation, Occupational Health & Safety Acts and Regulations, Human Rights Legislation, etc.*)
- Good knowledge of or demonstrates ability to quickly acquire knowledge and understanding of FNNND culture and history, the FNNND Self-Government Act, the Final Agreement, and the Constitution

- Knowledge of computerized HRIS systems and software,
- Ability to work in a developing, culturally unique government setting

MANAGEMENT SKILLS

- Experience working at the management level, including the ability to direct, supervise and evaluate the performance of personnel, and to provide advice and guidance to others in doing the same
- Ability to develop and manage department and organizational personnel budgets
- Ability to lead and direct program and policy development
- Sound analytical thinking, planning, prioritization and execution skills
- Strong decision-making, problem-solving and conflict resolution skills
- Ability to manage high levels of stress effectively
- Must have excellent organizational and time management skills.

INTERPERSONAL SKILLS

- Excellent communication skills, both oral and written
- Must demonstrate discretion, tact, diplomacy, compassion and good judgment at all times
- Ability to work effectively as part of a management team in establishing and maintaining professional working relationships with staff, citizens and the general public
- Ability to provide strong leadership skills, motivating and empowering people
- Ability to work flexible hours
- Must maintain confidentiality, honesty and trust

DECISION MAKING

The goals and objectives of this position are determined by Chief & Council in consultation with the Executive Director. The Director is expected to provide expert human resource information and advice on which decisions are made at all levels within FNNND. Decisions are only as good as the advice on which they are based, so the decisions made by the Director Human Resources and Capacity have a significant impact on the organization and the nation.

IMPACT/ACCOUNTABILITY

The Director Human Resources and Capacity has full accountability for the accuracy and effectiveness of day-to-day human resource activities and must ensure activities meet the requirements of relevant legislation, regulations, and policies. The Director Human Resources and Capacity is a professional level technical specialist that is relied upon by the organization to provide a structure and framework that ensures the overall human resource well-being of the FNNND organization.

POSITIONS SUPERVISED

The position supervises a Human Resource Assistant/Officer, as well as casual and contract services as required.

WORKING CONDITIONS

This position works in a normal office environment with the following additional conditions:

- Occasional travel within and outside of Yukon
- Regular hours but with flexibility to meet emergent or cyclical demands
- Intense mental concentration to meet regular and ad hoc deadlines in the performance of duties which may be interrupted by employees, residents, clients, and contractors, throughout the day
- May occasionally have to deal with upset individuals, clients, citizens
- Physical activity is rare. The incumbent will spend long hours sitting and using office equipment and computers, which may cause muscle strain and sensory demands, such as, eye strain and occasional headaches.
- The working environment maybe busy, distracting and the incumbent will need excellent organizational, time and stress management skills to complete the required tasks.

CONDITIONS OF EMPLOYMENT

- Criminal Records Check/Security Clearance
- Valid Class 5 Yukon Driver’s License and Abstract
- Flexibility to work extra hours to meet demands of the human resource function

POSITION APPROVAL

We approve this position as representative of the work to be performed and that the responsibility and authority levels identified have been delegated to this position.

Deputy Chief

Date

Human Resources

Date

I have read the position description and understand that it is a general description of the duties assigned to the position occupied by me.

Director Human Resources and Capacity

Date