



ACADIA FIRST NATION

Job: Human Resource Manager

Employer: Acadia First Nation

Terms of Employment: Two year contract position, Full-Time

Salary: Remuneration Commensurate with Experience

Anticipated Start Date: January, 2017

Number of Positions: 1

Work Environment: Office Environment

POSITION SUMMARY

The Human Resource Manager ensures that the policies and guidelines used to manage our employees are designed to bring out the best in our workforce. By working collaboratively with our various business units, the Human Resource Manager will ensure that best-practices in administration, training and people management are adopted throughout the organization. Specific responsibilities include:

- Organizational & departmental planning
- Policy development & implementation
- Employee training & development
- Recruiting and staffing

A complete job description can be requested by emailing info@acadiaband.ca

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL ATTRIBUTES

The Human Resource Manager must be familiar with:

- Nova Scotia Labour Code
- Occupational Health & Safety Standards
- Strategic Planning

The Human Resource Manager should be able to:

- Evaluate organizational and personal skills, abilities and gaps
- Tactfully communicate ideas, perceptions and strategies to people with various backgrounds
- Remain confident and professional when dealing with opposing opinions

PREFERRED QUALIFICATIONS

- Post-secondary education in human resources or business
- CPHR (Chartered Professionals in Human Resources) designation

LOCATION

Depending upon the successful candidate, an office will be provided at one of our five office locations:

- Yarmouth
- Gold River
- Medway
- Ponhook
- Hammonds Plains

Travel will be required by the successful candidate to all communities within Acadia First Nation.

Reports to: Lloyd MacDougall, Band Manager

How to Apply: Email cover letter and resume to info@acadiaband.ca

Closing Date: December 9, 2016