

Vuntut Gwitchin Government

- A. Identification: Director
- Department: Human Resources
- Supervisor: Executive Director
- Date: May 2018
- Status: Full-time
- Level:
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B. Job summary:

Reporting to the Executive Director, the Director of Human Resources directs and manages the overall provision of human resources services and development of capacity within the current and future workforce. This includes recruitment, personnel selection, staffing, classification, skills development, education and training, organizational analysis, fair employment practices, employee assistance, employee relations and compensation practices and policies and programs related to workforce development for the First Nation. The HR Director originates and leads practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. The Director provides technical assistance to First Nation Management and Executive Staff, interprets and ensures compliance with the policies and guidelines relative to employment practices, compensation and staff development and applicable Federal and Territorial legislation. The HR Director directs the activities of department staff and is responsible for ensuring a strategic direction for employment programs and practices within the First Nation, developing capacity within government and community and implementing programs and practices consistent with the strategy and assessing their effectiveness. Advises the Executive Director on strategic organizational and workforce development issues.

C. Main Duties:

1. Provides advice, support and guidance to departmental directors, managers, and supervisors, by:

- developing, implementing and evaluating short and long-term human resources management plans and implementation strategies;
- researching and identifying trends, opportunities, issues and potential problems in human resource management and organizational development and taking a proactive

- approach to addressing same;
- establishing and maintaining effective working relationships with departmental directors, managers and supervisors;
- providing advice and assistance in organizational analysis, design, development and implementation;
- developing and maintaining a network of contacts in the human resources community, governments, agencies and organizations to stay current on trends and developments and for effective information exchange;
- in conjunction with departmental Directors, facilitating the development of a training and development philosophy and providing advice and guidance in developing long range strategic training plans for employees;
- in conjunction with departmental Directors developing an employee oriented culture that emphasizes quality, continuous improvement and high performance;
- ensuring new personnel to the organization receive the required orientation and training in programs, services, policies, procedures and practices in conjunction with departmental Directors and managers;
- directing and managing the employee performance evaluation process by ensuring that deadlines are met and evaluations are consistent and job specific;
- providing information, advice and recommendations on a wide range of staff relations issues including methods for managing employee performance, complaints and grievances, discipline, health and safety and methods for improving employer/employee relations;
- directing and leading the grievance/complaint process by investigating issues and alleged employee infractions and liaising with Directors, Manager, supervisors and employees to seek options for resolution, ensuring complaints and/or grievances are fully investigated and making recommendations for resolution;
- providing advice and guidance to both supervisors and employees to assist in mediating and resolving disputes;
- making recommendations for organizational changes that will improve efficiencies and the ability of the First Nation to meet established goals and objectives;
- providing non-partisan advice and guidance to First Nation personnel in terms of benefits, rights and privileges as well as employment obligations and responsibilities; and
- referring personnel with confidential personnel issues/concerns to the appropriate individual and/or agency.
- representing the First Nation's interests in Federal and Territorial HR initiatives related to the position;
- actively participating in the development and implementation of the Representative Public

2. Reviewing, developing and recommending adoption of human resource management policies and procedures, by:

- leading and directing the development and implementation of human resource

- management policies and directives;
- researching, analyzing and developing and/or revising draft human resource management policies in a variety of areas to establish employment conditions and ensure the fair and consistent treatment of employees;
- preparing background information, including benefit analysis and organizational impact assessments with respect to proposed policies;
- making presentations to the Executive Management Team and/or Council to ensure policy needs or modifications to existing policies are clearly communicated and providing clarification, if required.
- developing and implementing procedures associated with new/revised policies;
- ensuring new and/or revised policies are provided to applicable personnel;
- developing and maintaining a policy tracking system to document corporate history and to ensure consistent and accurate policy application; and
- ensuring all First Nation human resource management and education and training policies are consistent with the Canada Labour Code and Human Rights Legislation.

3. Leads and directs department staff in the provision of the full range of human resource management and capacity building functions and services for the First Nation, by:

- establishing goals, objectives, and priorities for the department and developing department work plans to provide effective human resource management services to the First Nation;
- directing the development and maintenance of human resource management systems and the development and implementation of related internal policies and procedures.
- providing leadership, direction and motivation to departmental personnel in meeting departmental and individual goals and objectives;
- providing advice and training in the application of the human resource policies, procedures and processes and identifying and prioritizing staff training and development requirements to ensure continuing provision of quality services;
- developing and implementing a process for evaluating the services offered by the department, meeting regularly with staff in order to discuss and develop strategic plans in all areas to ensure needs are being met, including ongoing review of goals and objectives;
- fostering an environment which promotes a team approach to service delivery and problem solving;
- providing direct supervision of HR staff and contractors/consultants to ensure quality standards are regularly met;
- ensuring new personnel to the department receive the required orientation and training in programs, services, policies, procedures and practices;
- directing the review of position descriptions and classification decisions for accuracy and consistency, recommending changes and resolving or facilitating the resolution of issues;
- directing the provision of and providing recruitment services for the First Nation;
- formally evaluating staff performance, identifying strengths and areas for

- improvement, taking into account feedback and assisting in the development of individual work plans;
- managing staff performance issues to ensure identified problems are dealt with quickly and effectively; and
 - preparing, monitoring and controlling departmental budget expenditures and variances, controlling discretionary costs once budget is approved and forecasting current and future financial requirements.

4. **Participates as a member of the Senior Management Team in meetings, by:**

- actively participating in meetings and other forums to develop corporate policies, programs and strategies;
- participating in the decision making process relating to human, budgetary and material resources management, allocation and strategic direction;
- implementing direction from Council that falls within the department's purview
- contributing to the development of corporate goals, assisting in the development of ideas, concepts and development of departmental plans and initiatives; and
- providing advice with respect to proposed initiatives that may impact on departmental human resources;
- organizational and space planning.

D. Job Knowledge and Skills:

Education:

- Degree in Human Resources, Public Administration or a related discipline combined with experience working with First Nations governments, preferably at a senior level, including supervisory experience for a minimum of five years; or any equivalent combination of education and experience which would provide the appropriate knowledge skills and experience. Experience conducting or participating in negotiations. Experience working at the management level including the ability to direct, supervise and evaluate the performance of personnel.
- Sound knowledge of VGG social structure, traditions, language and cultural values;
- Sound knowledge of capacity development principles, theories, and practices including skills development and formal education including post-secondary;
- Sound knowledge of government program requirements and specifically, First Nation government program requirements;
- Knowledge of principles, theories and practices of employee relations; personnel/human resource management; job classification and/or job analysis; recruitment and selection
- Knowledge of Federal and Territorial Government related programs, regulations and procedures;
- Knowledge of research methods, techniques and/or sources of information
- Good knowledge of funding agencies and associated requirements;
- Financial management skills;
- Ability to develop, implement and evaluate programs, policies and procedures

Management Skills:

- Ability to use logic to analyze or identify underlying principles, reasons, or facts associated with information or data to draw conclusions;
- Identify developmental needs of others and coach, mentor, or otherwise help others to improve their knowledge, skills and abilities;
- Experience working at the management level including the ability to direct, supervise and evaluate the performance of personnel;
- Ability to plan, direct, control and evaluate a variety of diverse programs, projects and initiatives;
- Ability to negotiate agreements;
- Excellent supervisory and general management skills;
- Adept in conflict management, mediation and problem solving;
- Ability to manage budgets;
- Ability to lead, direct and manage program and policy development and delivery;
- Strong decision making and problem solving skills;
- Ability to manage stress effectively;
- Excellent organizational and time management skills;
- Ability to utilize a computer and associated software.

Specific Skills

- Ability to use email, Word and Excel
- Ability to interpret human resource and labor related laws and acts
- Ability to plan, organize and develop human resource services, operations and projects including training
- Ability to write job descriptions
- Ability to conduct basic counseling, conflict resolution and mediation

Interpersonal Skills:

- Ability to resolve conflicts and foster unity;
- Ability to work effectively as part of a management team;
- Ability to establish and maintain professional working relationships with staff, citizens and the general public;
- Excellent communication skills, both oral and written;
- Discretion, tact, compassion and good judgment;
- Ability to deal respectfully and foster trust with Vuntut Gwitchin First Nation citizens;
- Ability to provide strong leadership and motivate people;
- Ability to work flexible hours;
- Ability to maintain confidentiality.

E. Decision Making:

The goals and objectives of this position are established by the Executive Director. The incumbent is expected to work with considerable independence in ensuring the direction of the Human Resources Department is achieved. The position is held accountable for the quality and relevance of corporate policies, programs and services. Executive Council, Senior Management and Staff depend heavily on, and the position is held accountable for, the advice and recommendations provided in a variety of areas from an HR and capacity development perspective. The position is expected to ensure adherence to the First Nation's Personnel Policy and related Federal and Territorial legislation.

F. Impact/Accountability:

The decisions and direction provided by this position have a significant impact on the organization, citizens and community at large. The position is responsible for ensuring human resource direction, goals, and objectives are met through effective supervision and leadership. The position will affect the ability of the First Nation to be effective in recruiting qualified employees, especially those of Vuntut Gwitchin origin as the government continues to evolve and mature. Poorly thought out decisions or recommendations can impact the Vuntut Gwitchin Government's ability to effectively manage its operations and services as a whole, thereby impacting the citizen's confidence in the Vuntut Gwitchin Government and Executive Director and Chief and Council.

G. Key Personal Contacts

<u>Who</u>	<u>Purpose</u>	<u>Frequency</u>
Executive Director	Supervision, information exchange	Weekly/as needed
VGG staff	Information exchange; counseling, advising, hiring.	Daily
Committees	For discussion, planning, policy reviews, consultation, information exchange	As needed
Chief & Council	Discussing strategic plans, budgets and expenditures, policies & information exchange.	As needed
VGG Directors	Developing policies and procedures, integrating services; government direction, information exchange.	As needed
Training Partners	Negotiating contracts and contribution agreements; information exchange.	As needed
General Public	Information Exchange, needs identification, problem resolution	As needed

H. Positions Supervised: 2
 Human Resources Manager
 HR Clerk

I. Working Conditions:
 This position is located in a normal office environment, however, will be required to travel 5 days per year. The position is expected to meet established and often short-term deadlines in a variety of areas, including program, policy and funding agreement development. Due to the significant responsibility of the position, the incumbent will be required to work weekends and/or evenings to ensure expectations are met. As a Director for the VGG, the position will be required to deal with angry or emotional clientele on occasion and must work effectively amid constant interruption.

J: Conditions of Employment

- Willingness to follow policies and procedures as detailed in personnel and administrative manuals
- Willingness to work extra hours to meet deadlines.
- Mandatory Confidentiality required.

SIGNATURES:

Supervisor: I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.	Incumbent: I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.
_____ Supervisor	_____ Incumbent
_____ Date	_____ Date