

Vuntut Gwitchin Government

- A. Identification: Director
- Department: Human Resources
- Supervisor: Executive Director
- Date: February 2007
- Status: Full-time
- Level: 7
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B. Job summary:

Reporting to the Executive Director, this position is responsible for providing Human Resources Management programs and services, and administering training opportunities. This position also serves as a member of the Senior Management Team.

C. Main Duties:

Directs Human Resources Management by:

- Setting goals, objectives, work plans, and creating personnel and administrative policies and procedures for the provision of human resource services
- Monitoring goals, objectives, work plans, polices and procedures, evaluating, and adjusting or expanding as needed
- Creating and maintaining currency of job descriptions
- Analyzing work flows in departments and across departments and recommending changes to positions and job duties for added efficiency
- Developing performance review forms and processes, training and advising supervisors in conducting performance reviews, and monitoring the process and adjusting as needed; advising supervisors when performance reviews are required
- Advising employees, supervisors and Finance at which level and step the position is at on the pay grid, and the new wage when employees move up a step based on performance increments
- Ensuring consistency in wages for casual employees, and consulting or advising supervisors on appropriate wages
- Managing the recruitment process (including advertising, screening, formation of selection committees, interviewing and assessing, performing reference checks and selection)
- Consulting with supervisor and advising on terms of employment for an employee

- including any wages higher than entry level rates
- Making all offers of employment on behalf of VGG and ensuring hiring paperwork is completed, filed and submitted to Payroll
- Monitoring payments of honorariums and short term hires to ensure consistency with set wages for set duties
- Managing relocation process including making travel arrangements, determining moving expenses, informing employee of moving process, services available in Old Crow, and what furniture is included in rental housing
- Consulting with Government Services on housing, and monitoring preparation of housing and employee relocation details
- Orientating employee to community and organization, monitoring orientation with department
- Ensuring personnel files are created, updated and kept confidential
- Advising Finance on pay grids options, and monitoring Payroll practices to ensure compliance with labor code, Revenue Canada, employee compensation and benefits policies
- Researching or keeping updated on trends, practices, and court judgments associated with labor law and employee rights
- Preparing and submitting proposals for third party funds, and submitting reports
- Determining the need for consultants/contractors, and initiating hiring/selection, and monitoring the work of consultants and contractors.
- Analyzing statistical data and ensuring that data sheets are maintained
- Identifying how services and programs can be integrated with other Vuntut Gwitchin Government departments, and consulting with those departments.

Provides employee and labour relations services by:

- Administering and interpreting the Canada Labor Code to ensure that VGG operates within labor law
- Ensuring that personnel policies do not conflict with laws and acts
- Providing advice and guidance to managers and supervisors, particularly with respect to performance management and disciplinary issues
- Providing advice to employees on their rights under Human Rights Legislation, Privacy Act, and the Canada Labor Code
- Interpreting VGG personnel policies for supervisors and employees
- Advising employees of termination processes, EI regulations and assisting in applying for EI and reporting to EI
- Advising employees on benefits available to them
- Counselling employees or referring to other resources
- Conducting conflict resolution or mediation
- Completing WCB Injury forms, ensuring employee forms are completed and communicating with WCB on submissions
- Ensuring departments are complying with WCB regulations

Provides individual and group staff development and training opportunities by:

- Organizing group training sessions including instruction, materials, logistics, etc.
- Locating training opportunities, assessing curriculum/topics, determining value to employee and organization, and discussing availability and cost with training providers
- Consulting with supervisors to identify training needs
- Discuss training opportunities with staff members, ensuring staff are registered and registrations are paid
- Arranging travel details for staff attending training in another community
- Assisting employees who wish to apply for apprenticeship, communicating with YTG apprenticeship branch regarding apprentices who are applying, building hours through work, and needing to participate in training sessions
- Conducting training as needed
- Networking with education groups in the community to share information and work as a team in providing training and education in the community

Directs the finances of the department by:

- Preparing yearly departmental budget and submitting and defending budget request to the Senior Management Team and Chief and Council
- Preparing variance reports
- Reporting to the Finance Director of any projected shortages or surpluses.
- Reconciling revenues of contribution agreements to expenses.
- Approving departmental purchases and contracts, monitoring budget and expenditures, and deciding when to move budget dollars to other budget items as needed

Hires and Supervises staff by:

- Evaluating staffing needs and determining qualifications needed.
- Establishing work priorities and making changes to workload as needed.
- Evaluating performance
- Monitoring training and evaluating effectiveness
- Assisting with problem solving and personnel issues.
- Approving timesheets and leave requests
- Ensuring compliance with WCB regulations and reporting job injuries to WCB

Participates as a member of the senior management team by:

- Attending weekly Director meetings to discuss and develop organizational policies and procedures and plan government wide business and integration of services amongst departments
- Attending Chief and Council meetings as required
- Developing organizational strategic plans and goals.
- Preparing briefing notes as needed
- Responding with other senior management members to critical incidents as needed.

D. Job Knowledge and Skills:

Education:

- Degree or diploma in Human Resource Management, or have Certified Human Resource Professional (CHRP) designation, or the equivalent in experience and relevant training.
- Knowledge of human resource management principles, theory and practices involving recruitment, training, performance reviews, Canada Labor Code, employee relations, personnel policy, trends, etc.
- Knowledge of Canada Labor Code and employer/employee rights under law
- Knowledge of employee rights such as the Privacy Act and the Human Rights Act
- Knowledge of Occupational Health and Safety regulations
- Knowledge of federal and territorial funding programs for education and training.
- Knowledge of financial management
- Knowledge of counseling, conflict resolution and mediation techniques

Management Skills:

- Ability to lead by example.
- Ability to be a team player and work with people from various disciplines and cultures.
- Ability to delegate.
- Ability to multitask in a high paced environment
- Ability to problem solve and resolve conflicts
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines.
- Ability to supervise and mentor staff.
- Ability to write reports and make presentations
- Ability to negotiate contracts and contribution agreements
- Ability to analyze, prepare and reconcile budgets and expenditures
- Ability to research and analyze organizational and departmental needs and develop strategic goals, work plans, and policies and procedures.
- Ability to prioritize and rank issues in relation to the overall goals of VGFN.
- Ability to develop policy papers, technical papers and presenting technical data to Senior Management Team, Supervisor, Chief and Council and government officials.

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:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light conditions.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, community members, Vuntut Gwitchin citizens, and with outside agencies, partners and business associates.

E. Decision Making:

This position is directly responsible to the Executive Director. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for the day-to-day operation of Vuntut Gwitchin Human Resources, for developing procedures where none exist, setting work priorities, ensuring financial accountability, and making changes to operational procedures. Decision-making is also required in long-range planning, communicating with agencies and business associates, and determining which recommendations are forwarded to Chief and Council.

F. Impact/Accountability:

This position is accountable for compliance with labor laws and acts associated with employee rights, directing strategic planning, establishing and meeting departmental goals and work plans, that expenditures do not exceed budget and revenues, and enforcement of standard operational policies and procedures. Proper management of Human Resources is important to the well being of employees and the professional conduct of the employer toward employees.

G. Key Personal Contacts

| Who | Purpose | Frequency |
|--------------------|---|------------------|
| 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 |

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| Training Partners | Negotiating contracts and contribution agreements; information exchange. | As needed |
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H. Positions Supervised: 1 – HR Clerk

I. Working Conditions:

This position is located in a normal office environment.

Spiritual:

- Meeting needs of employees, supervisors and the employer while respecting and traditional values.

Physical:

- Approximately 80% of time using the computer
- Travel approx: 1 trip per year long distance
- Remote living conditions in extreme temperatures and light conditions

Mental:

- Regular need to meet critical deadlines (meetings, reports, ad hoc deadlines)
- High level of critical incidents with emotionally or stressed employees
- Shifting priorities to respond to Vuntut Gwitchin government and community needs
- Program and service delivery affected at times by conditions due to the remoteness of the community
- Multi-tasking and frequent interruptions

Emotional:

- Dealing regularly with community members and employees who are under personal stress, or have varying social values.

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.

SIGNATURES:

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| <p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p> | <p>Incumbent:</p> <p>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.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p> |
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