



ANISHINAABE ABINOOJII FAMILY SERVICES

EMPLOYMENT OPPORTUNITY: Internal/External Posting

People Strategy Manager

Full-Time Permanent

Location – Kenora

POSITION SUMMARY:

The People Strategy Manager is responsible for the development and delivery of the human resources program including oversight of the Human Resources Team with emphasis on the delivery, execution, and continuous improvement of HR policy and procedures, employee relations, recruitment and selection, compensation, performance management, benefits administration, on-boarding, and Health and Safety all in line with the Strategic Plan. The PSM reports directly to the Director of Human Resources.

QUALIFICATIONS

- University Degree, CHRP Designation or related field with four years direct experience preferably in a not-for-profit organization, however applicants with a combination of related education, experience and skills may be considered
- Expert knowledge of the Employment Standards Act, Human Right, Health and Safety, AODA, WSIB and other related legislation
- Sound knowledge of labour relations, conflict resolution, mediation, and employment law
- Ability to plan and implement the human resources program to align with the strategic plan
- Ability to implement and lead recruitment and selection strategies and practices to attract qualified personnel
- Ability to implement and lead market research related to policies but limited to pay policies, HR policies etc.
- Ability to implement and lead benefits administration, market research and benefit options
- Ability to implement and lead agency health and safety program
- Ability to implement and lead employee-oriented culture emphasizing quality, continuous improvement, employee retention and development, and high performance
- Ability to establish and maintain positive working relationships with agency staff and management, Personnel Committee and Board members, benefits providers, labour Lawyers, and all other internal/external contracts
- Must be committed to the highest level of Confidentiality at all times
- Superior interpersonal, management and leadership skills
- Superior communication, organizational, time management, and decision-making skills
- Ability to flex daily work hours as determined by the Director of Human Resources
- Must possess a valid Ontario G Driver's License, be willing to travel and provide a Drivers Abstract
- Cultural competency and sensitivity to the needs of Indigenous communities; and
- Ability to speak Ojibway is preferred and a definite asset

WORKING CONDITIONS:

Work normal business hours but may be required to do some work in the evenings or outside normal working hours. Able to work on a computer for long periods of time. Required to spend long hours concentrating which will require attention to detail and high levels of accuracy; and required to meet a number of deadlines which may cause stress. Travel to semi-remote Anishinaabe communities on rough and winding class "C" roadways

Salary: Commensurate with qualifications.

Benefits: AAFS offers 4 weeks paid vacation, Extended Health, Dental, Group Life, AD&D, & Disability benefits after one month of employment and participation in our Pension program.

We are committed to recruiting a diverse workforce that represents the First Nations communities that we serve. Preference will be given to Internal and/or Indigenous applicants. Please self-identify upon applying.

AAFS welcomes and encourages applications from peoples with disabilities and will provide accessibility accommodations as part of the application process upon request.

Applicants resumes may be used to create a qualified candidates list for recruitment of other positions within our organization.

IF THIS EXCITING OPPORTUNITY INTERESTS YOU, PLEASE SUBMIT YOUR RESUME WITH COVER LETTER QUOTING FILE #PSM2024OUF to:

Human Resources Manager by E-mail to AAFS.HumanResources@aafs.ca or c/o 20 Main Street South, Kenora, Ontario P9N 1S7 or Fax: (807) 548-1345

DEADLINE TO SUBMIT APPLICATION IS: OPEN UNTIL FILLED