



CARCROSS TAGISH FIRST NATION

PO Box 130. Carcross, Yukon Y0B 1B0

(867) 821-4251

www.CTFN.ca

Employment Opportunity



Job Title: #24-007 Director, Human Resources
Department: Human Resources
Status: Permanent Full Time
Salary: C/TFN Wage Scale Level 16 (\$58.05 – \$69.77/hr)
Closing Date: until filled

CARCROSS/TAGISH FIRST NATION MISSION STATEMENT

The Carcross/Tagish First Nation is mandated to protect the environment, health, education, and aboriginal rights of our Citizens; to continue to preserve and protect our culture, traditions, and languages; to protect and develop our natural resources and strengthen our economy and the Carcross/Tagish First Nation government for our future generations.

JOB SUMMARY

Human Resources is an independent department of the Carcross/Tagish First Nation Government. The Director, Human Resources, reports on the work of their department when and as needed to the Executive Council who may provide high level guidance and oversight. The Director, Human Resources, is supervised by the Executive Director.

The Director, Human Resources is responsible for leading the development and implementation of human resources strategies, programs, and policies including leading the management of complex staff relations matters and supervising the recruitment activities for the department. In addition, the Director provides human resource management advice, support and guidance to departmental directors, and managers.

DUTIES AND RESPONSIBILITIES

- Provides direction and leadership in the delivery of human resource management services to C/TFN in the areas of staff relations, staffing, employment equity, disability management, organizational and job design, job description writing, classification, disability management, staff training and development, remuneration, and benefits.
- Provides human resource management insight and advice, support and guidance to the departmental Directors, Senior Director of Operations, managers, and supervisors, including providing advice in the interpretation of C/TFN personnel policies and other guidelines, protocols and legislation.
- Develops and oversees the implementation of policies, practices, and procedures consistent with C/TFN values and pertinent legislation to support the management team.
- Supports Directors in developing department and employee goals and objectives and delivering on results.

- Identifies professional development needs for department staff and develops and organizes training activities to meet the identified needs, including working with department managers and staff to clarify the need, exploring various options for meeting the need, arranging for local or outside resources to deliver programs for staff.
- Leads the management of complex staff relations matters such as harassment, discrimination, and hybrid performance management/disability cases. Conducts investigations and research, analyzes issues, meets with clan representatives, senior management, staff and prepares options and recommendations for resolution.
- Develops and implements strategies, policies, protocols and initiatives such as succession planning, career development planning, employee engagement, health and wellness, essential services and others.

ESSENTIAL QUALIFICATIONS

- BA Degree in Human Resources, Psychology, or other related discipline.
- 10+ years of human resources experience.
- 5+ years in a management/senior level role.
- Senior level experience leading across an organization; including directing the implementation and execution of human resource principles, policies, and frameworks.
- Knowledge of federal employment laws, safety, labour relations, human rights, diversity and equity legislation, related regulations, principles, and/or practices.

DESIRED KNOWLEDGE, SKILLS & SUITABILITY

- Demonstrated experience and skills in leading projects through the project life cycle.
- Strategic thinker with the ability to develop and execute short-term and long-term goals and objectives, while still able to manage and administer day-to-day HR operations.
- Experience in leading the development and implementation of human resources initiatives, programs, and processes.
- Knowledge of Carcross/Tagish First Nation history, culture, traditional territory, and demographics.
- Track record of establishing relationships with all levels in an organization.
- Ability to negotiate conflict and maintain constructive working relationships with people at all levels of the organization.
- Experience supervising employees.
- Excellent interpersonal communication skills including oral, written and presentation.

CONDITIONS OF EMPLOYMENT

- Verification of a BA Degree in Human Resources, Psychology, or other related discipline.
- Current Criminal Records Check.
- Valid Class 5 Yukon Driver's License.
- Current Driver's abstract.

We encourage all qualified candidates to apply however preference will be given to C/TFN Citizens, associate members and indigenous candidates. We thank all those who apply and advise that only those selected for further consideration will be contacted.

Note:

- No relocation costs are associated with the position.
- Job description: [Y:\HR\Job Descriptions\Human Resources\HRMS - Brandi\Director Human Resources - Feb 15 2021.docx](#)

APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE QUOTING COMPETITION NUMBER AND TITLE.

APPLY: humanresources@CTFN.ca