



**CARCROSS TAGISH
FIRST NATION**

PO Box 130. Carcross, Yukon Y0B 1B0
(867) 821-4251
www.CTFN.ca

Employment Opportunity



Job Title: Director, Human Resources
Department: Human Resources
Status: Permanent
Salary: \$97,330 - \$114,409

Closing Date: **Extended Closing Date** – September 17, 2020

JOB SUMMARY

Reporting to the Senior Director of Operations and Executive Council, 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

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.
- Acts as a key member of the departmental Senior Management Team and participates in the development of departmental goals, objectives, priorities, policies, programs and strategies.

- 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.
- Manages the day to day activities of the Human Resources Department, including developing and managing the associated budget, recruitment, supervision, training and performance management of staff to ensure the efficient and effective delivery of services.

QUALIFICATIONS

- Bachelor's Degree in Human Resources, Psychology, or other related discipline.
- 10+ years of human resources experience. 5+ of that 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
- 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.
- Knowledge of federal employment laws, safety, labour relations, human rights, diversity and equity legislation, related regulations, principles, and/or practices
- Experience supervising employees
- Excellent interpersonal communication skills including oral, written and presentation
- Completion of Peacemaking Circle Training is encouraged and will be considered an asset

CONDITIONS OF EMPLOYMENT

- RCMP Criminal Record Check
- Valid class 5 Yukon driver's license
- Must be willing and able to travel both in and outside of Yukon

We encourage all qualified applicants to apply however preference will be given to Carcross/Tagish First Nation citizens on all competitions for C/TFN.

We thank all those who apply and advise that only those selected for further consideration will be contacted.

Please Note:

- No compensation will be given for moving costs and applicants must be eligible to work in Canada.
- Job descriptions are available from GC/TFN Human Resource Department

<p>PLEASE QUOTE THE COMPETITION TITLE ON YOUR APPLICATION WHEN APPLYING.</p>

APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.

Apply to:

Carcross/Tagish First Nation
Senior Director of Operations
Box 130, Carcross, Yukon Y0B 1B0
Phone: (867) 821-4251 Ext 8221
Email: james.smith@ctfn.ca