



Kinnoomaadziwin Education Body
HUMAN RESOURCES OFFICER
Employment Opportunity

July 2022

SUMMARY

The Human Resources (HR) Officer reports to the Senior Operations Manager of the Kinnoomaadziwin Education Body (KEB) and is responsible for ensuring all aspects of human resources for the organization. This position is responsible for providing strategic and responsive supports to the Director of Education, the management team, and KEB staff. The HR Officer supports the development and implementation of HR initiatives and systems that advance the overall goals and objectives of the KEB.

DUTIES AND RESPONSIBILITIES

Employee life cycles:

- Be actively involved in recruitment by preparing new employment opportunities, posting ads, and administrating the hiring process.
- Work with the Director of Education to support the hiring committee for each hiring process.
- Create effective onboarding plans by leading the orientation and training of new staff members.
- Support the management team with the process of onboarding new employees and completing probationary evaluations.
- Advise on processes that support changes in regular employment circumstances, such as term promotions, acting or special assignments, secondments, leaves of absence, etc.
- Lead the exiting processes for departing employees:
 - Conduct exit interviews
 - Recover KEB equipment, materials, and supplies
 - Assist the finance department with final payroll requirements
 - Issue Records of Employment
 - Finalize employee benefits and pension accounts

Professional Development and Learning:

- Develop training and learning programs for employees in collaboration with the management team.
- Organize team, group, and individual professional development opportunities for KEB employees.
- Support the planning and delivery of an annual retreat for employees and the Board of Directors.
- Maintain subscriptions and accounts for online training and professional development services, such as LinkedIn Learning and WHMIS.
- Support employees to find and complete professional development as needed.
- Encourage and promote Anishinaabe Bimaadziwin among KEB employees, as outlined in the HR Policy.

Retention and Succession:

- Work collaboratively with the Director of Education and the management team to develop, implement, and maintain a retention strategy.
- Create a unique incentive strategy that recognizes employee performance and achievements and builds a positive work environment through inclusivity.

- Develop opportunities for employee social activities, as appropriate.
- Assist in performance management processes:
 - Review existing performance evaluation processes and identify opportunities for enhancements and streamlining.
 - Review and maintain the quarterly review process and support the management team to complete quarterly progress reports.
- Support the Director of Education and the management team with the development of a long-term succession plan that considers internal capacities and resources and ensures ongoing business operations.

Administration:

- Maintain employee records according to policy and legal requirements.
- Ensure legal compliance by monitoring and implementing applicable human resource legal requirements; conducting investigations; maintaining records; representing the KEB at hearings.
- Support the development and maintenance of new and existing job descriptions.
- Analyze and produce KEB data and statistics related to human resources.
- Ensure the job evaluation tool is properly administered for all KEB jobs.
- Lead the planning and delivery of staff meetings that encourage learning and open communication.
- Develop and distribute HR communications for the Director of Education and the Senior Operations Manager, as required.
- Provide information to PFNs related to employment and HR, as appropriate.
- Provide technical and advisory support to the HR Committee and the Board of Directors, related to HR matters.

Policies and Procedures:

- Be familiar with the organization's policies and procedures, particularly the HR Policy and the Compensation Policy.
- Provide counselling to the Director of Education and the management team on policies and procedures.
- Ensure planning, monitoring, and training for managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee complaints; and counseling employees.
- Be familiar with the Canadian Human Rights and Ontario Human Rights laws and procedures.
- Guide employees to familiarize and comply with KEB policies and procedures.
- Develop, review, and update HR related policies and procedures in accordance with the maintenance processes of each policy.
- Develop HR policy and procedure templates for use by the PFNs, as required.

Other Duties:

As required by the Director of Education and the Senior Operations Manager, the HR Officer will perform other duties that support the overall goals and objectives of the KEB.

REQUIREMENTS

Education:

- Degree in human resources management or a related field such as business administration, or social studies.

- Certified Human Resources Professional or similar HR credentials.

Experience:

- Minimum of five (5) years proven experience as an HR Officer, administrator, or other HR position.
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.).
- Comprehensive understanding of labor laws, human rights, and disciplinary procedures.
- Comprehensive understanding of Indigenous issues and First Nations education.
- Excellent negotiation and presentation skills.
- Proficient in MS Office and time management software.
- Outstanding organizational and time-management abilities.
- Excellent communication and interpersonal skills.
- Problem-solving and decision-making aptitude.
- Strong ethics, dependability, and reliability.
- Flexibility and adaptability to changing circumstances.
- Ability to travel.
- Valid driver's license.
- Satisfactory criminal records check and vulnerable sector screening.

HOURS OF WORK

This is a one-year full-time contract. The hours of employment are 35 hours per week, Monday through Friday, between 8:30 am and 4:30 pm with a one-hour break for lunch. With notice, some overtime may be required on weekends or during the evenings.

LOCATION

This is a hybrid position intended to be filled at the KEB head office located on Nipissing First Nation and at the successful individuals remote home office. A hybrid work schedule will be developed with the successful candidate upon hiring, pursuant to KEB policies.

CLOSING DATE:

Applications for this position will be accepted until 4:30 p.m. on Friday, August 5, 2022.

APPLICATIONS:

Please submit your resume, covering letter, and three references to:

Andrea Crawford
Senior Operations Manager
Kinoomaadziwin Education Body
Suite 100-132 Osprey Miikan
North Bay, ON P1B 8G5
andrea.crawford@a-e-s.ca
705-477-4149

** Preference will be given to members of the [Participating First Nations](#) or those of Indigenous ancestry. Only applicants selected for an interview will be contacted.*