



MEADOW LAKE TRIBAL COUNCIL EDUCATION

MANAGER OF HUMAN RESOURCES JOB DESCRIPTION

THE POSITION

The Manager of Human Resources position is responsible for leading the Human Resources function for the entire education department in collaboration with Meadow Lake Tribal Council's HR department. This position reports directly to the Director of Education and indirectly to the Board of Education. The Manager of Human Resources works collegially as part of the MLTC Education Department and in collaboration with the 9 Meadow Lake First Nations. This position is expected to work with the MLFN's HR department and outside agencies in order to meet the HR needs of MLTC Education and the MLFN schools.

DUTIES AND RESPONSIBILITIES

Without restricting the generality of the general description above, the Manager of Human Resources shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Assist in the development, implementation and evaluation of MLTC Education's HR strategy
- Translate the organization's strategic plan into issues, priorities, and HR strategies & objectives.
- Contributes to the development of the organization's vision, goals, and strategies with a focus on human capabilities.
- Measures the Strategic Organizational Results by evaluating the effectiveness of HR strategies, applying various measurement and assessment programs.
- Creates an organizational climate conducive to constructive employee & labour relations
- Manages all aspects of the labour and employee relations including formulating bargaining strategies consistent with the short and long-term needs of the organization.
- Ensures that systems are in place that allow for performance feedback to become an integral part of the organization's HR information system
- Promote continuous improvement, including personal and organizational goals to develop leadership capacity.
- Supervise hiring of staff; determine workload; delegate assignments; monitor and evaluate employee performance and subsequently initiating any corrective or disciplinary action in the Human Resources.
- Provide support to hiring managers with recruitment and selection of employees. This includes development and/or changes to all relevant policies and procedures.
- Provide direction and leadership to support the evaluation of employee performance and subsequently initiating any corrective or disciplinary action based on best practice.
- Evaluates, monitors recommends increases to the total compensation strategy to ensure it is consistent with the objectives of attracting, motivating and retaining the qualified people relative to comparable organizations.
- Recommend new administrative procedures and processes to result in improvements and organizational efficiencies.

- Ensure that all relevant policies, procedures, practices, processes, and systems meet and comply with applicable legislation.
- Researches, analyzes, and reports on potential personnel issues affecting the organization
- Assesses requests for HR information in light of freedom of information legislation, evidentiary privileges and contractual or other requirements.
- Promotes a productive culture in the organization that values diversity, trust and respect for individuals and their contributions.
- Facilitate workgroups, teams, and meetings within a positive environment.
- Conduct oneself in a manner appropriate to an educational institution
- Be willing to engage in lifelong learning with respect to training, in-services and courses of study.
- Perform other duties as may be required or assigned by the Director of Education

EDUCATION, QUALIFICATIONS AND EXPERIENCE

- Bachelor of Education or Human Resources/Business Administration
- Master of Education Degree (or equivalent) from an institution recognized by the Saskatchewan Ministry of Education would be considered an asset.
- Minimum 5 years direct experience as an HR professional
- Minimum 5 years progressive experience at Senior Level that includes supervisory responsibility
- CHRP designation would be considered an asset
- Strong knowledge of current employment law matters
- Proven track record of success in staff management, payroll, benefits administration, recruitment, training, and employee relations.
- Experience with relevant legislation (e.g. The Sask. Employment Act, The Education Act, Human Rights Legislation and their applicable regulations)
- Experience administering employee payroll, benefits, pensions, leave of absence and overtime.
- Knowledge of principles, theories, and techniques related to job classification, job analysis, and job descriptions.
- Knowledge of principles, theories, and techniques related to labour/employee relations, personnel management, and recruitment.
- Knowledge of automated software applications and HR information systems
- Knowledge of the Saskatchewan education sector is an asset
- Understanding of First Nations culture.
- Willing to travel to and work in First Nation Communities.
- Valid Saskatchewan Driver's licence.

KNOWLEDGE, SKILLS AND ABILITIES

- Effective communication (including superb writing, content development skills, strong presentation, oratory and verbal skills) with individuals at all levels of the organization.
- Demonstrated ability to prioritize multiple demands and effectively manage time.
- Demonstrated ability to provide strategic, situational and adaptive leadership
- Demonstrated ability to act as the team leader in variety of situations (community, education authority, and/or provincial bodies)
- Demonstrated ability to deal with people sensitively, tactfully, diplomatically and professionally
- Demonstrated ability to identify developmental needs of employees to provide coaching & mentoring

- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Demonstrated ability to contribute as a strategic team member
- Demonstrated ability to provide for the professional growth and evaluation of staff
- Strong morals and ethics, along with a commitment to privacy.
- Demonstrated ability to create innovative solutions to a wide range of problems
- Demonstrated ability to present and promote change at the organizational level
- Demonstrated ability to maintain strict confidentiality relative to school division operations.

EMPLOYEE CONDUCT

The Meadow Lake Tribal Council requires that all employees:

- To be exemplary role models and conduct themselves in a manner appropriate of an education institution that provides services to children;
- Respect the confidentiality of the position and avoid discussion about any topics that have not been formally communicated to the public by administration. Breach of confidentiality is a serious violation of acceptable conduct;
- Deal tactfully with staff and the public;
- Be knowledgeable and supportive of policies.

SUPERVISION OF STAFF

The Manager of Human Resources involves direct supervision of personnel.

ADDITIONAL INFORMATION

The duties and responsibilities included in this job description are intended to serve as examples of the various types of work to be performed as well as the requirements and expectations of the position. The job description does not constitute a contract of employment between the employee and the Meadow Lake Tribal Council Education Department.

A security background check including a Criminal Record Check and a Vulnerable Sector Check will be required for this position.