

Job Summary:

Location:
Déljné, NT

Department:
Human Resources

Salary:
TBD

Northern Living Allowance:
Yes

Employment Type:
Full-Time, Regular

Relocation:
N/A

Housing:
N/A

Closing Date:
Open Until Filled

HUMAN RESOURCE MANAGER – HUMAN RESOURCES DEPARTMENT

The Déljné Got'ine Government's (DGG) is seeking an experienced individual to take on the role of the Human Resource Manager. The Human Resource Manager reports to the Chief Operating Officer and will be responsible for providing human resource (HR) support services to the Déljné Got'ine Government (DGG), including developing and implementing HR strategies and programs aligned with the overall business strategy. The HR Manager must be familiar with best practice across all HR program areas and familiar with employment related legislation and standards applicable to the DGG and its employees and contractors, and works within the Déljné Got'ine Government Laws, regulations, policies and procedures.

Responsibilities and Duties:

- Work with DGG leadership team (Directors) to develop and implement HR strategies and initiatives aligned with the overall Government business strategy.
- Over time, develop and implement a full range of HR programs and systems
- Support management and employees to work effectively together through implementation and advisory services on policy, conflict and employee relations issues.
- Delivery a timely, effective, fair and transparent recruitment and selection process.
- Review and evaluate the effectiveness of overall HR strategies, systems, tactics and procedures across the organization.
- Influence a positive working environment through effective communications, and policy/program training.
- Develop and assist Management with the implementation of a performance review system that aims to help all employees reach their potential
- Develop a 5-year Human Resources strategy for retention, hiring, professional development, recognition, capacity building, etc.

Requirements:

- 3 – 5 years working experience as an HR Manager or senior HR Officer in a First Nations Government workplace
- Knowledge of HR best practice usually gained through college or university level training (Diploma or Degree) in Human Resources.
- Strong verbal and written communications skills.
- Ability to build and effectively manage interpersonal relationships at all levels of the organization.
- In-depth knowledge of Territorial Employment, Safety, Human Rights laws and HR best practice
- Fluency in Dene Kede language and culture is an asset.

Send cover letter and current resume:

Department of Human Resources
Déljné Got'ine Government
Déljné, NT X0E 0G0
Or email to: hr.assistant@gov.deline.ca