

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

POSITION:

Performance Management Administrator

DURATION:

Fixed-Term - Nine (9) Months, Full Time
Six (6) Month Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

Hours of Operation
Hours per week

\$1,206.38 to \$1,362.38 Per Week
8:30 am – 4:00 pm
37.5 Hours per week

DEADLINE FOR APPLICATION:

Thursday, July 7, 2022 - 4:00 p.m.

REQUIREMENTS:

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED.

- ✓ A Signed Privacy Waiver allowing a security check to be performed.
- ✓ A clear photocopy picture ID (Driver's license)
- ✓ Applicant Check list
- ✓ Letter of intent
- ✓ Resume
- ✓ Three (3) professional references (Name & contact information)
- ✓ Provide Proof of Educational Credentials. See attached job description for qualifications.

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE:

All forms and requirements are listed on our website:
www.kahnawake.com/jobs

- Please ensure applications are submitted complete as requested. Incomplete applications may not be considered.
- When e-mailing please ensure you call to confirm your application was received before the deadline
- A preference will be given to Aboriginal candidates.



Job Title:	Performance Management Administrator
Division:	Administration
Reports To:	Director of Human Resources
Name of Incumbent:	
<p>Purpose: The Performance Management Administrator under the supervision of the Director of Human Resources is responsible for the development, implementation and administration of the performance management system and merit-based programs designed towards employee engagement and motivation.</p>	
<p>Cultural Identity Attributes: : A self-disciplined, logical, compliant, individual that is accurate and detailed in approach. A systematic individual who enjoys challenging situations and has a strong desire to achieve results. Is organized, dependable, and self-reliant and comfortable in dealing with conflict resolution.</p>	
<p>Roles & Responsibilities:</p>	
<p>Develops and supports the implementation, administration and continuous improvement of the MCK Performance Management System to deliver a system that is transparent, well understood and motivating to the employees.</p> <ul style="list-style-type: none"> • Identify and establish performance standards • Designs evaluation tools that accurately reflect the performance standard of the department, unit, and organization • Coaches managers in the performance management process and reinforces the importance of employee development, rewarding high performance and addressing low performance • Monitors and tracks the status of employee performance appraisals ensuring timely completion by all employees/managers within the established deadlines • Continually enhances the performance appraisal format and process to ensure a smooth implementation of the appraisal process • Key link to employees and managers for performance management system, formal processes, and performance improvement plans. • Develops HR Metrics – Identify critical workforce requirements (i.e. skills, competencies, and performance outcomes) necessary to achieve current and future organizational/unit results. • Updates the HRIS in respect to performance management – Views and produces reports, and/or maintains Human Resources Information System records. • Develop and implement the onboarding program to ensure successful transition for new employees 	



- Develop and implement 6-week, 3 month and 6-month follow-up surveys with new employees to assist with the improvement of the onboarding program
- Conduct and analyze employee engagement surveys to develop programs and implement changes that will increase employee engagement and work satisfaction.
- Conduct exit interviews for all employees leaving the organization
- Facilitates and/or provides employee orientations to the workforce and/or management as needed.

To manage, monitor and track Performance Improvement Plans and outcomes to provide the employee with the opportunity to succeed where possible.

- Tracks, manages and maintains corrective, remedial or disciplinary measures identified through mediation sessions.
- Assist with the implementation of the results of the mediation processes
- Monitors and tracks the progress of remedial measures and ensures the immediate supervisor follows through to ensure transparency with employee on their progress.
- Key information link between Human Resource Preparedness and Performance Management

To develop and maintain all job descriptions to ensure consistency throughout the organization working in collaboration with managers and current employees.

- Ensure all employees are provided a current job description
- Develops new/revised job descriptions with the assistance of appropriate managers
- Researches and evaluates job description formats that enhance or contribute to the performance management system
- Conducts a periodic review of job descriptions to ensure that they are current to job being performed and in the current template.
- Ensures that job descriptions are completed when:
 - A new position is established
 - The responsibilities of a position have changed
 - An organizational change has occurred
 - There are changes to the job's working conditions
 - The job description has been updated into a fresh template, and/or had any other edits (i.e.: KPIs added)
- Maintains a direct link with the Recruitment and Staffing manager to ensure that questions and testing is in alignment with the job description
- Conducts an evaluation on each job utilizing the Job Evaluation system and process
- Researches, develops, and enhances the job evaluation process



Develops, implements and maintains Merit based reward and recognition programs intended to optimize employee motivation and performance

- Manages and administers the reward and recognition program
- Conducts focus groups to gather information and ensure the programs are meeting the needs of the MCK and its employees to ensure that programs are optimized to drive increased performance.
- Researches and identifies reward and recognition-based programs to enhance employee engagement.
- Communicates and promotes all programs to MCK to ensure that application is being applied consistently

The statements herein reflect general details to describe the principle functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Decision Making Authority:

- Determines appropriate corrective, remedial, and disciplinary action according to existing policy
- Determines salary levels based on evaluation tools
- Determines if interview questions and testing are in alignment with the job description
- Determines the proper communication methods and focus group types for research purposes
- Determines performance standards

Accountability:

- To ensure the Performance Management System in place is operating as effectively as possible and enhancements to the program are implemented;
- To ensure all processes are followed by managers for any disciplinary actions;
- To ensure job descriptions, the job evaluation system and performance appraisals are updated and effective;
- To ensure all performance management processes are adhered to on a timely basis;
- To ensure that Merit Based Programs are developed, implemented, and monitored on a continual basis;
- To ensure that linkages are created and maintained between the PMA, RSM, GM of HR Preparedness and GM Operations, HR;
- To ensure the effective communication of all the performance and merit-based programs;
- Ensuring the continuous improvement of the organization;
- Conducting business with internal and external clients in a tactful, discrete and courteous manner;
- Maintaining confidentiality;
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives.



Education & Experience:

- Bachelor's Degree in Business Administration, Human Resources Management, or related field, plus one (1) year relevant experience;
- OR
- DEC or Certificate in Human Resources Management, plus three (3) years relevant experience;
- OR
- High School Diploma, plus five (5) years relevant experience with training in Human Resources

Knowledge, Skills, Abilities and Other Attributes:

- Knowledge of the Mohawk Council of Kahnawake's Human Resources and Administration, Salary Administration Manual/Personnel Policies, procedures and office operations;
- Comprehensive knowledge of personnel management theories, strategies, techniques and their applications;
- Comprehensive knowledge of hiring, salary, performance management, job evaluation, training systems and processes;
- Solutions-focused approach to challenges
- Confident presentation and public speaking skills
- Highly skilled in developing job descriptions;
- Knowledge of external programs and available resources and the ability to tap into these resources would prove invaluable;
- Project management and research skills;
- Ability to work under pressure and stress;
- Strong oral and written communication and organizational skills;
- Skill in analyzing and evaluating various HR related issues.
- Knowledge of computerized information systems used in human resources applications.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals
- Strong computer skills, to include database management, word processing, creating spreadsheets, e-mail, and the internet.
- Research, analytical, and critical thinking skills.
- Ability to plan, coordinate, and administer complex administrative systems and processes.
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
- Records maintenance skills.
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.



Working Environment:

- Five-day work week and work is performed in a typical interior/office environment
- Moderate stress due to workload
- Occasional overtime

Competencies:

Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
Intermediate	Intermediate	Core	Intermediate	Intermediate	
Adaptability	Planning and Organizing	Leadership	Language & Culture		
Intermediate	Intermediate	Intermediate	Core		

Commitment Statement:

I serve my community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures:

Employee's Signature: _____

Supervisor's Signature: _____

Director of Human Resources: _____