

INTERNAL/EXTERNAL

JOB OPPORTUNITY

POSITION:

General Manager of Human Resources, Administration

DURATION:

Indeterminate, Full-Time
One (1) Year Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

Hours of Operation
Hours per week

\$1,296.75 to \$1,464.75 Per Week
8:30 am – 4:00 pm
37.5 Hours per week

**DEADLINE FOR
APPLICATION:**

Friday, February 24, 2023 - 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:	General Manager of Human Resources
Division:	Administration
Reports To:	Director of Human Resources
Name of Incumbent:	TBD
Purpose: In collaboration with the Director of HR and the GM of Human Resources Preparedness develops the HR Unit operating plans and is charged with executing the plan within the HR Unit. Manages the Unit's programs and services that effectively meet the organization's and employees' needs. This person is the main trustee of the HRIS and is ultimately responsible for its proper functioning and reliability of information. Ensures the operations are properly controlled and administered and has the necessary procedures and systems in place to ensure efficiency. This position provides senior advice, planning and support to the Director of HR and promotes quality and consistency in the delivery of HR services by monitoring service delivery, reporting results, identifying gaps, issues and solutions.	
Cultural Identity Attributes: Places great emphasis upon structure, stability, efficiency and results. The candidate takes pride in their coordination and organizational abilities. The candidate is highly committed and loyal to the organization. High importance is placed upon teamwork and service & sensitivity to clients. High regard is placed upon the long-term benefits gained through human resource development.	
Roles & Responsibilities:	
To ensure the effective performance of the Human Resources operations based on the strategy and established goals & objectives. <ul style="list-style-type: none"> Ensures that the MCK HR Team has appropriate, strategic and progressive staffing policies, procedures and practices in place to promote consistent and professional service delivery Prepares short and long-range planning for human resources operations and improvements to processes. Executes the operating plan, activities and strategies to meet the goals of the HR Unit Conducts solutions analysis & development Establishes global HR standards for the organization Oversees all projects within the HR operations Acts as immediate supervisor for all HR operations staff 	
To ensure the unit consistently meets and exceeds standards and expectations through quality management, continuous improvement with a major emphasis on compliance and accountability. <ul style="list-style-type: none"> Establishes operating and performance standards for HR operations Establishes and maintains a positive working relationship with Benefits, Compensation, Employee Relations, Payroll, Hiring and Staffing to identify and resolve outstanding process issues. Designs and implements systems and practices that will foster streamlined communication and decision-making Identifies gaps in skills and knowledge and options to address these gaps 	



- HR Unit workforce planning in coordination with GM, Human Resources Preparedness
- Monitors, measures and evaluates the delivery of services to employees
- Controls the quality of activities and ensures the balance of efficiency versus effectiveness
- Develops the Health and Safety program as related to human resources

Ensures efficient and accurate operations of the Human Resources Unit by:

- Meeting organizational and client human resource needs through management of HR operational functions on a continuous basis
- Managing budgets, staff, operational plan development, HR policy implementation, resources and records management
- Establishing and recommending change to policies which affect the department.
- Facilitates the implementation of the operational stages of HRIS by ensuring support, advice and guidance is available for staff.
- Ensures that communication announcements relating to any Human Resources updates that effect employees are delivered in a timely manner
- Provides pro-active professional support and guidance to HR staff
- Providing all administrative approvals
- Taking charge in high-priority crises
- Facilitating the resolution of issues within the operations

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 the HR Unit budget requirements, its preparation and management;
- Decisions regarding the management of internal/external reporting requirements;
- Decides upon customer service standards;
- Decides on efficiency expectations and operational and administrative standards;
- Decides on the needs and management of business processes;
- Decides on HR operational policy needs;
- Decides on measures to be taken to improve the general delivery of service to clients by addressing and developing solutions to specific problem areas
- Sets HR operations competency and capacity requirements;
- Decides on operational needs, activities and plans;
- Decides on final approvals for HR operations;
- Decides on performance and objective requirements for direct reports.



Accountability:

- The achievement and alignment of HR Unit goals & objectives;
- The development and management of HR processes, resources and tools;
- The proper application of HR policy;
- The accurate and timely submission of internal/external reporting requirements;
- The performance of HR operations;
- Ensures the Unit consistently meets and exceeds standards and expectations through quality management.
- Ensures the continuous improvement of the organization;
- Conducting business with internal and external clients in a tactful, discreet and courteous manner;
- Maintaining confidentiality;
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives.

Specific Skill Sets:

- Knowledge of the Mohawk Council of Kahnawake's Human Resources and Administration Manual-Personnel Policy, procedures and office operations;
- Comprehensive knowledge of personnel management theories, strategies, techniques and their applications;
- The ability to handle competing priorities, think independently and analytically and determine best methods to achieve desired ends, using available resources in the most effective way.
- Comprehensive knowledge of hiring, salary & benefits, performance management, job evaluation and training systems and processes;
- Strong analytical and research skills.
- Strong leadership, facilitation and supervisory skills.
- Knowledge of external programs and available resources.
- Business networking ability;
- Team management, project management, research, motivational, facilitation, co-ordination, and budget management skills;
- Critical thinking & problem solving;
- Sound judgment & decision making;
- Interpersonal skills;
- Ability to work under pressure and stress;
- Sound knowledge of databases, Word, Excel and the ability to learn various computer programs;
- Strong oral and written communication skills
- Strong ethical standards
- Sound judgment.
- Ability to work constructively with others to resolve process issues
- Strong organizational and planning skills.



Working Environment:

- Five-day workweek and normal office environment;
- Occasional overtime may be required to meet needs and Human Resources workload;
- Considerable stress and productivity pressure associated with managing personnel related issues and in often-sensitive issues;
- A major challenge for this position is to ensure consistency in the quality and level of service and advice provided.

Education & Experience:

- Bachelor's Degree in Business Administration majoring in Human Resources Management, plus one (1) years 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 relative training in Human Resources;
 - Certified Human Resources Professional (CHRP) or Certified Human Resources Leader (CHRL) designation is an asset.

Competencies:

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

Date: _____

Supervisor's Signature: _____

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0
'Isi Nīkaio 'tenhiserō:tens Ne Onkweshón: 'a Rotiio'tens
HUMAN RESOURCES UNIT



Tel.: (450)632-7500
Fax: (450)638-5958
Website: www.kahnawake.com

Date: _____

Performance Management Administrator's Signature: _____