



Big Grassy River Ojibwe First Nation

P.O. Box 414, Morson, Ontario P0W 1J0
Phone: (807) 488-5614, (807) 488-5615, (807) 488-5533
FAX: (807) 488-5533

**BIG GRASSY FIRST NATION
JOB POSTING
Human Resource Officer**

February 20, 2017

The Big Grassy First Nation is actively seeking a seasoned professional to work in concert with our Chief Operating Officer at the Administration level to ensure a smooth Band operation in accordance with the Chief and Council Governance Codes.

Applications will undergo a screening process to ensure candidates have the background and qualifications to meet the following requirements:

AREAS OF RESPONSIBILITY:

- Reviewing updating job descriptions in partnership with Departmental Supervisors/affect Staff
- Reviewing/Updating Big Grassy Personnel Policy (as required)
- Providing guidance and monitoring Employee Evaluations
- Ensuring Employee Personnel records are kept up to date and accurate.
- Tracking overtime claims, sick leave, and attendance records, Annual leaves.
- Working in cooperation with the Department Supervisors and the Health and Safety Committee.
- Preparing job postings
- Undertaking the Administration of the Band Benefits program/package/in concert with Senior Finance Officer.
- Addressing employee/employer grievances and complaints as per the Canada Labor Code and Ontario Labor Standards statutes.
- Addressing complaints by community members regarding staff.
- Addressing issues regarding the Family Responsibility Office (Child Support)
- Addressing issues regarding wage garnishees and other court orders involving staff.
- Maintaining Organizational Flow Chart and interim revisions as required.

Qualities of our potential candidate:

- A Self starter
- Administration/Management or HR background –Minimum 2 yrs. Demonstrated experience
- Familiarity of First Nation Governance / Community Dynamics
- Own (reliable) transportation
- Maturity/ Flexibility
- Superior Communicator
- Understanding of dispute mitigation/resolution skills
- A generalist in a variety of professional fields with an array of skill sets.
- Must be able to pass a criminal reference check.
- Must be able to demonstrate previous work history that compliments the job position.
- Other duties as may be assigned from time to time

Please deliver resume and references to Ms. Lynn Gavin, Band Manager/COO no later than 12:00 noon March 24, 2017.

Candidates please direct your resumes-references and copies of certificates/Diplomas to Ms. Lynne Gavin (Band Manager/COO) lagavin@tbaytel.net Should you have any questions or clarifications please call her at the Band Office 1-807-488-5614. Mailed applications may also be sent via the Band Office address noted above.