



## Big Grassy River Ojibwe First Nation

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

April 13, 2017

The Big Grassy First Nation is 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 years. 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. Lynne Gavin, Band Manager/COO no later than 4:30 pm April 28, 2017.

Candidates please direct your resumes–references and copies of certificates/Diplomas to Ms. Lynne Gavin (Band Manager/COO) [lagavin@tbaytel.net](mailto: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.