

Human Resources Manager (Maternity Leave Coverage) National Aboriginal Capital Corporations Association (NACCA)

NACCA is seeking a qualified, highly motivated individual to fill the role of Human Resources Manager

About NACCA

NACCA, the National Aboriginal Capital Corporations Association, is a network of over 50 Indigenous Financial Institutions (IFIs) dedicated to stimulating economic growth for all Indigenous people in Canada. NACCA's goal is to provide opportunities for Indigenous entrepreneurs and increase prosperity for Indigenous people in Canada.

NACCA advocates for Indigenous economic development by focusing on the following: representing the unified voice of IFIs; publishing national and regional results of IFI work; fostering partnerships and building capacity; and delivering programs, products, and services to IFIs.

The Position

We are seeking a dynamic and experienced Human Resource Manager to provide maternity leave coverage. This is a temporary role with an estimated duration of one year.

The Human Resources Manager will lead and direct the functions of the Human Resources (HR) department including recruitment and selection, labour and employee relations, total rewards, performance management, and organizational development.

Key Responsibilities

Recruitment & Selection

- Partners with the leadership team to understand and execute the organization's human resource and talent management strategy, particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Manages the talent acquisition process, including creating job descriptions and postings, recruitment, interviewing, and hiring of qualified job applicants; collaborates with departmental managers to understand skills and competencies required for openings.

Labour and Employee Relations

- Develop and implement labour relations policies and procedures and negotiate collective agreements.
- Provide employee relations support to management and employees, including conflict resolution and policy and procedure interpretation.
- Support a positive, motivating work environment that values people and encourages participation, creativity, learning, and accountability.

Total Rewards

- Completion of annual salary review, including analysis of salary data.
- Manage annual salary review administration including supporting alignment meetings and providing guidance on recommended increases.
- Educating business areas on compensation philosophy and salary review process.
- Supporting general salary administration including salary increases and adjustments throughout the year.
- Plan, develop and measure the effectiveness of benefit programs.

Performance Management

- Manage the performance development process including working with managers to set clear and specific performance expectations and providing feedback relative to goals and objectives.
- Continuously evaluate the performance management system to identify opportunities for improvement.
- Provide leadership, coaching, and mentoring to the staff to develop their competencies and position them for success.

Organizational Development & Effectiveness

- Being engaged and contributing to organizational changes within the Business Areas and Functional Groups.
- Provides advice and information to management on the interpretation and application of the collective agreement and on workplace legislation and policies.
- Development of HR related reports/stats.
- Co-ordinate internal and external training opportunities, including engagement and health and safety.
- Manage and continuously evaluate all HR systems and tools.
- Support HR and/or company initiatives through communications with managers and employees.
- Policy and Procedure creation and ensuring compliance with all relevant employment legislation.
- Provide leadership to HR team.

IFI Member Tools & Special Projects

- Providing the Indigenous Financial Institutions (IFIs) with HR support and best practices. Special HR related projects and presentations to the network.

Knowledge, Experience and Skills

- Bachelor's degree required, preferably in Human Resources or Business or related field
- Minimum 8 years of progressive HR experience
- CHRP or CHRL designation is considered a strong asset
- Excellent strategic planning, organizational and problem-solving skills



- Proven interpersonal and team effectiveness skills and the ability to coach and mentor others
- Proven analytical and research abilities, is organized and self-starting, having ability to work independently
- Proficiency in HR software and Microsoft Office Suite
- Strong cross-cultural skills

Persons of Indigenous ancestry will be given preference (OHRC, section 24(1)).

Salary & Benefits

An attractive compensation package with excellent benefits including a defined benefits pension plan.

NACCA is committed to an inclusive and barrier-free work environment. Workplace accommodations are available. If contacted regarding this opportunity, please advise the Human Resources representative of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Thank you to all applicants; however, only persons whose applications have been selected will be contacted.

Please send resume and cover letter to HumanResources@nacca.ca.