



ONEIDA NATION OF THE THAMES
ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0

TELEPHONE: (519) 652-3244

FAX: (519) 652-9287

JOB POSTING

Position: Human Resource Manager **Wage Range:** Dependent on Experience
Department: Human Resource **Term:** Permanent Full-Time
Posting Date: January 11, 2018 **Closing Date:** January 25, 2018 @
4:30 p.m.

SUMMARY:

Human Resource Manager will be responsible for Supervision of the HR Department staff and operations. This will involve Health & Safety of the workforce, Development of a superior workforce, Development of HR Department, development of an employee-oriented culture that emphasizes quality, continuous improvement, key employee retention and development. The HR Manager leads the HR practices and objectives that will provide an employee-oriented; high-performance culture.

QUALIFICATIONS:

1. Bachelor Degree in Human Resource Management with a minimum of seven (7) years of experience in a Human Resource capacity;
2. Minimum, Certificate in Human Resource Management with at least ten (10) years employment experience in HR capacities;
3. Specialized training in employment law, organizational planning, organizational development, employee relations, safety, training & development, compensation and recruitment, an asset;
4. Employment experience in a First Nation community, preferred;
5. Previous employment in capacities as a Manager/Immediate Supervisor, an asset;
6. Strong knowledge of HR practices, HR policies & procedures, recruitment & selection including behavioral interviewing techniques.

Conditions of Employment:

1. Successful candidate will submit a current VS-CPIC, prior to starting employment, at own expense.
2. Membership with the Human Resource Association of Ontario.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. Cover letter, Resume, three (3) work related references (names and telephone numbers only);

Interested applicants please submit documentation to:

Oneida Nation of the Thames, Administration Office
Human Resource Department
2212 Elm Avenue,
Southwold, Ontario N0L 2G0
OR Fax (519) 652-2930 or (519) 652-9287

- All applications will be screened according to the above qualifications, including a full and complete application as requested. Only those selected for interview will be contacted.
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is a preference.
- Where non-Aboriginal employees have accepted, as a term of their employment, that they may be displaced in preference to an Aboriginal candidate, the Oneida Nation of the Thames must still treat the non-Aboriginal employee in a fair and reasonable manner, by for example, ensuring that adequate notice of termination is given. It is not acceptable to dismiss a permanent employee in favour of an Aboriginal employee if no preferential policy or practice was in place at the time of the permanent hiring.

NOTE: All applicants are urged to obtain a full job description, by contacting the Human Resources Department at 519-652-3244.

“People of the Standing Stone”