



# NIRB Human Resource Position Descriptions

## I. General Information

<b>Position / Title:</b>	Manager, Human Resources	<b>Date in Effect:</b>	January 03, 2024
<b>Department:</b>	Executive	<b>Reports To:</b>	Executive Director

## II. Purpose of Position

Reporting to the Executive Director, the Manager, Human Resources (HR) leads strategic and tactical talent management for the NIRB, overseeing the daily activities of HR service delivery and supporting the strategic direction of people and culture. This position is responsible for developing, maintaining, and enhancing HR practices by planning, implementing, executing, and evaluating employee relations and HR policies and programs. This position is dedicated to ensuring the effective recruitment and retention of Inuit talent and serves as a key advisor for both Board and management on human resources matters, providing responsive support in the coordination of processes related to strategic recruitment initiatives, performance management, HR policy administration, employee relations, as well as training and continued professional development.

## III. Essential Duties and Responsibilities

1. Work closely with senior management to lead employee recruitment efforts:
  - Lead workforce planning and strategic recruitment initiatives that address management’s short-term and future-oriented resourcing needs;
  - Target the recruitment of Inuit through strategic initiatives, outreach and relationship building, including through community engagement, job fairs, and other targeted methods;
  - Identify relevant recruitment opportunities and events, establishing relationships with colleges/universities, training programs, and other potential talent pools and pipelines;
  - Lead the development of standardised, role-specific questions for candidate interviews;
  - Act as a specialized resource to managers in the recruitment and selection of staff;
  - Develop and maintain an onboarding and orientation program to acquaint new staff with the mandate of the NIRB, and the employee’s role in the organization;
  - Deliver orientation training on a variety of organizational practices and procedures;
  
2. Lead the development and implementation of an organizational human resource strategy:
  - Develop recruitment and retention strategies that targets the unique needs and preferences of Inuit workers, remote staff, and a northern workforce. This may involve considering different working conditions, arrangements, and job structures that align with the preferences and cultural values of the Inuit community;
  - Maintain and ensure the consistent delivery of a performance management process that aligns individual performance with departmental and organizational goals, including training management on the delivery of feedback to foster an environment of continuous learning and development, and coaching managers and supervisors in effectively addressing performance concerns;
  - Oversees, and attends as needed, employee disciplinary meetings and investigations;
  - Maintains the organizational structure by ensuring all job requirements and job descriptions are updated during the performance management process and kept on file within HR;
  - Assist with the development and execution of succession plans for key roles within the organization;
  - Regularly review and update HR policies and procedures to ensure they adequately support the needs of staff and are compliant with relevant labour laws and regulations; this should involve regularly engaging staff to understand the employee experience;

- Assists with the development and implementation of an exit management process in order to gather feedback and help improve employee experience and retention;
3. Coordinate the delivery of training and professional development opportunities for board members and staff:
    - Lead the development of the organizational learning and development strategy and implementation plan;
    - Organize regular cultural, language, and traditional knowledge training, including promotion of Inuktitut and coordination of Inuit Qaujimagajatuqangit (IQ) days;
    - Organize staff training sessions, workshops and activities;
    - Organize onboarding and initial orientation of board members, as well as training updates on policies and issues that pertain to board governance (e.g., technical topics related to the NIRB mandate), as directed by the Executive Director;
    - Provide career planning advice to assist staff in designing individual career plans;
    - Promote workplace safety and associated training updates for staff.
  4. Provide support and advisory services:
    - Report routinely to the Executive Director on implementation of strategy and communicates any HR concerns in a timely manner;
    - Help management identify HR-related needs and supports them in providing staff with the right tools, training and knowledge that will motivate them to perform in the most effective and efficient manner;
    - Manage the annual performance review process for all staff, including supporting conversations with managers and their direct reports;
    - Support management in addressing and managing attendance of employees;
    - Generate, leverage, and analyze internal and external labor data/statistics for informing talent management strategies;
    - Mediate difficult conversations and/or conflicts and assist with implementation of grievance procedures;
    - Advise on matters where corrective action and/or dispute resolution may be required;

**IV. Other Duties and Responsibilities**

1. Maintain knowledge of trends, best practices, regulatory changes and new technologies in HR, talent management and employment law:
  - Supporting the selection and implementation of HR information/management systems;
2. Correspond with external stakeholders, as needed, such as WCB, Human Rights, and Labour Law;
3. Manage HR/personnel record-keeping, ensuring accurate documentation and confidentiality:
  - Collaborate with the corporate services department to uphold the continuity of personnel records and ensure their effective integration with payroll systems;
4. Any other duties required or requested by senior management.

**V. Qualifications**

<b>Knowledge of:</b>	<ul style="list-style-type: none"> <li>▪ Workplace regulations covering employment law, human resource policies and procedures designed to effectively facilitate staff attraction, development, retention, performance management, workforce and succession planning,</li> <li>▪ Personnel records management</li> <li>▪ Current public sector HR best practices including:</li> </ul>
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	<ul style="list-style-type: none"> <li>○ Job evaluation</li> <li>○ Recruitment, onboarding, and training</li> <li>○ Staff and organizational development</li> <li>○ Human resource planning</li> <li>○ Benefits administration</li> <li>○ Labor relations</li> <li>○ Employment legislation</li> <li>○ Occupational health and safety standards</li> </ul>
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<b>Skills:</b>	<ul style="list-style-type: none"> <li>■ Strong interpersonal skills including the ability to support and navigate difficult conversations</li> <li>■ Excellent verbal and written communications skills</li> <li>■ Excellent leadership skills</li> <li>■ Mediation and conflict resolution skills</li> <li>■ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint)</li> <li>■ Strong organizational, time management, and administration skills</li> <li>■ Written and/or conversational fluency in Inuktitut is considered a strong asset</li> </ul>
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<b>Abilities:</b>	<ul style="list-style-type: none"> <li>■ Maintain discretion and uphold the highest standards of confidentiality</li> <li>■ Serve as a mediator in resolving staff conflicts and navigating difficult situations</li> <li>■ Task prioritization and effective time management</li> <li>■ Cultivate strong working relationships among personnel</li> </ul>
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<b>Education:</b>	<ul style="list-style-type: none"> <li>■ Bachelor's degree in Human Resources Management or a related discipline</li> <li>■ Certified Human Resources Professional (CHRP) designation strongly preferred</li> <li>■ Other combinations of education and experience may also be considered</li> </ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>■ Minimum of 5 years' experience in a Human Resource Management position</li> <li>■ Demonstrated experience with general human resource functions</li> <li>■ Track record in implementing and interpreting human resource policies, processes, procedures, and strategies</li> <li>■ Personal and professional experience in the Arctic or in a cross-cultural settings</li> <li>■ Candidate must be willing to submit and pass a criminal records check</li> </ul>
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**VI. Physical Demands**

- Able to lift 25 pounds
- Able to work in all weather conditions
- May be periodically subjected to physical fatigue caused by long or extended hours
- Possible overtime required
- The incumbent is subject to extended periods working while seated at a computer
- Occasional travel required to various locations throughout Nunavut and elsewhere for the purposes of recruitment and other NIRB activities. This may involve possible exposure to hazardous weather conditions, elevated noise levels and travel in a variety of vehicles

**VII. Work Environment**

- Work inside is in a clean, well-lit office or facility

- Human resources roles are largely office-based, although at times the job may require travel to meetings held off-site or to Board Meetings.
- The role can be quite stressful, particularly when there are staffing problems or disciplinary issues to deal with, and human resources managers need to be able to remain calm and in control at all times.
- Occasional travel may be required

#### **VIII. Mental Demands**

- Prioritizing tasks and meeting deadlines
- Long term computer use
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources