

## Employment Opportunity-Selkirk First Nation

**Position:** Director Human Resources

**Salary:** \$74,620 to \$93,311 (negotiable)

– based on 70 hours bi-weekly (Salaried position)

**Status:** Full-Time Permanent

**Closing Date:** March 8, 2020 (internal and external)

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### **Job Summary**

Reporting to the Executive Director, this position is responsible for the management and administration of human resource services for Selkirk First Nation, and for providing senior level human resource service and advice. Activities include development and implementation of policies, procedures, tools and processes, organizational design reviews, staff relations, salary and benefits administration, recruitment and retention, position creation, review and classification, occupational health and safety, and staff training.

### **Education and Experience**

Please note that equivalent combinations of education and experience will be considered.

The ideal candidate will have

- Degree (or Diploma) in Human Resource Management, Business Administration, First Nation Governance, Psychology or other relevant discipline, CHRP designation would be an asset
- Experience providing senior level human resource management services including staff relations, recruitment and retention, training and development, salary and benefits administration, and organizational design

### **Knowledge and Skills**

- Excellent human resource management skills, including a proven ability to establish and deliver on goals, objectives, long term priorities in the delivery of a human resource program
- Awareness of First Nation culture, traditions, history, socio-economic dynamics, challenges and aspirations.
- Well-developed interpersonal skills, including the ability to foster trust and acceptance, to build cooperative working relationships within and outside the organization
- Excellent written and oral communications skills
- Microsoft Office (Word, Excel, Outlook)

### **Conditions of Employment**

Criminal Records Check, Valid Class 5 Yukon Driver's License, willingness to travel.

**For additional information or to submit your resume, contact**

**Dena Zavier at [hrdirector@SelkirkFN.com](mailto:hrdirector@SelkirkFN.com)**

Please be advised that the primary method of communications with applicants will be by email, and only those who are being considered will be contacted. Selkirk First Nation hiring policies will apply.