



# KAHNAWAKE EDUCATION CENTER

P.O. BOX 1000  
KAHNAWAKE, QUEBEC J0L 1B0  
TEL: (450) 632-8770 FAX: (450) 632-8042  
[www.kecedu.ca](http://www.kecedu.ca)

## EMPLOYMENT OPPORTUNITY

**POSITION:** Human Resources Manager

**LOCATION:** Kahnawà:ke Education Center

**SALARY RANGE:** Commensurate with education and experience.

**DURATION:** Indeterminate Position with six (6) month probation period.

**START DATE:** September 24, 2018 (Tentative)

**REQUIREMENTS:**

- Bachelor's degree in HR Management, Human Relations, Psychology or equivalent.
- Minimum five years of solid HR generalist experience.
- Thorough knowledge of current human resource practices and applicable employment legislation.
- CRHA designation is an asset.

**APPLICATION DEADLINE:** Friday, August 24, 2018 at 3:00 p.m.

**ELIGIBILITY:** In the following order, preference for hire will be given to:

- 1) Mohawks of Kahnawà:ke;
- 2) Those of Aboriginal First Nations descent;
- 3) All other applicants.

The Kahnawà:ke Education Center wishes to thank all those who apply. However, **only** qualified candidates will be contacted for an interview.

**PLEASE SEND YOUR RÉSUMÉ, LETTER OF INTENT AND THREE UPDATED PROFESSIONAL REFERENCE CONTACTS TO:**

HUMAN RESOURCES DEPARTMENT  
Kahnawà:ke Education Center  
P.O. Box 1000  
Kahnawà:ke Mohawk Territory  
J0L 1B0  
Email: [cv@kecedu.ca](mailto:cv@kecedu.ca)

Copies of this Employment Opportunity and Job Description are posted on bulletin boards in various establishments and public institutions throughout the community of Kahnawà:ke. Job posting and Job Descriptions are also available online at [www.kecedu.ca](http://www.kecedu.ca) and at the Kahnawà:ke Education Center reception desk. If you would like any additional information regarding this employment opportunity, please do not hesitate to contact the Kahnawà:ke Education Center, Human Resources Department at 450-632-8770.



### General Information

**Position Title:** Human Resources Manager  
**Reports To:** Director of Finance and Administration  
**Direct Reports:** HR Officer – Recruitment & Onboarding, HR Officer – Performance Management & Professional Development, HR Assistant  
**Indirect Reports:** Not applicable  
**Date:** Enniska / February, 2018

### About Kahnawà:ke Education Center

The mission of the Kahnawà:ke Education Center is to provide the children who live in Kahnawà:ke with a solid and well-rounded education laying the foundation for their future careers. The mission of KEC is carried out by the Kahnawà:ke Combined Schools Committee (KCSC) as well as the administrative arm of KEC. The KEC is responsible for the operation and support of three schools in the Kahnawà:ke community and post-secondary administration.

### Position Summary

Reporting to the Director of Finance and Administration, the Human Resources Manager is primarily responsible for leading the HR function of KEC and providing professional and strategic HR direction and support. The Human Resources Manager is responsible for the development and ongoing management of human resources management programs and practices, including performance management, leading workforce and succession planning, recruitment, selection, employee development, employee relations, policy, legislative development and compliance, as well as compensation and benefits administration.

### Key Accountabilities

#### Accountability 1: Strategic Human Resources Initiatives (30%)

- Work with the Director of Finance and Administration and management to create a human resources strategy in alignment with the KEC strategic plan
- Ensure special human resources projects are carried out in a timely manner and according to plan in order to achieve organizational objectives
- Lead the development and maintenance of human resources policies, procedures, and processes
- Proactively advise and educate all levels for HR issues, processes and policies
- Provide guidance for change management initiatives
- Provide HR analytics for the Education department as well as quarterly HR reports
- Lead yearly staffing meetings
- Anticipate and identify emerging issues, trends, and problems within human resources
- Stay up-to-date on relevant legislation to determine the impact on the organization
- Maintain professional and technical knowledge by attending educational workshops/conferences; reviewing professional publications; establishing personal external networks
- Provide HR support to the Director of Finance and Administration including assisting with strategic planning, participating in the annual budget preparation process, and keeping the Director informed about human resources matters
- In collaboration with the Director, partake in all HR related tendering
- Partake in monthly meetings of the Education department

#### Accountability 2: Human Resources Programs, Projects and Support (50%)

- Effectively manage and oversee human resources program development in the areas of: workforce planning, recruitment and selection, employee relations, performance management, compensation



and benefits administration, health & safety, training and employee development and succession planning

- Ensure presence and proactive support for all schools as well as the operations side of the Education department
- Proactively advise and educate all levels for HR issues, processes and policies
- Lead all aspects of the PMP process (communication, training, implementation, monitoring and support)
- Oversee establishing and consistent maintenance of effective recruitment, selection and retention programs and policies
- Ensure health and safety requirements are met
- Design the retention strategy, including rewards and recognition programs
- Facilitate employee conflict resolution and provide advice and guidance to managers and supervisors related to conflict management
- Identify and address issues that impact morale, effectiveness, turnover, absenteeism, and productivity
- Advise managers, supervisors and employees on employee relations issues including staff retention
- Ensure compensation programs are aligned with the strategic objectives of the organization and consistently administered within established salary administration practices
- Advise managers and employees on the administration of all compensation and benefits programs
- Develop, implement and manage the succession planning strategy

### **Accountability #3: People Management (20%)**

- Manage and lead the human resources team
- Lead regular HR meetings
- Identify team staffing needs and ensure that recruitment and staffing requirements are met
- Provide ongoing, effective feedback to team members to encourage their growth and development as well as to better achieve goals
- Facilitate annual performance management program for direct reports
- Oversee workload of the department for the purpose of maximizing the efficiency of the human resources team
- Assess training and development needs within team and identify the appropriate developmental opportunities
- Coach employees in career planning and ongoing skill development
- Act as an expert and advisor for both systems – Workforce and Encompassing Visions

### **Skill & Competency Requirements**

#### **Core Competencies:**

The necessary core competencies for this position include:

- Superior decision making and critical thinking skills
- Strong problem solving skills
- Solid collaboration and relationship building skills
- High level of integrity and confidentiality
- Ability to build trust and demonstrate respect for people at all levels
- Effective organizational, planning, priority and time management skills
- Well-developed interpersonal communication skills and the ability to build and maintain strong relationships at all levels

#### **Technical Competencies:**

Required technical competencies for this position include:

- Solid general human resources management skills



- Deep knowledge of change management principles and its application
- Strategic planning abilities
- Proficiency in the use of technology and computer programs such as Microsoft Office, Workforce Management payroll software and Encompassing Visions

#### **Education, Knowledge & Experience**

- Bachelor's degree in HR Management, Human Relations, Psychology or equivalent
- Minimum five years of solid HR generalist experience
- Thorough knowledge of current human resource practices and applicable employment legislation
- CRHA designation is an asset