



EMPLOYMENT OPPORTUNITY

Manager, Human Resources and Citizen Advancement

Job Classification: Manager, HR and Citizen Advancement – Full-Time

Competition #: 2023-06

About the Role

Reporting to the Director, the position leads human resources, training and development of Vuntut Gwitchin Government (VGG) employees and citizens. The position contributes to an effective and responsive department that leads initiatives and promotes human resource (HR) best practices to enhance individual performance and capacity. Works collaboratively with department managers and other staff to attain organizational objectives.

What you bring

- Bachelor's degree in business, human resources management, organizational development or a related field, or an equivalent combination of significant experience and training;
- Considerable experience in a variety of HR functions such as talent acquisition, organizational development, performance management, disability management, human resource planning, compensation, and/or employee engagement;
- Experience working in cross-functional teams or with a variety of stakeholders to achieve common goals;
- Experience managing and leading training and development initiatives to build workforce capacity;
- Experience managing programs, budgets, and personnel;
- Experience providing advice and recommendations to senior decision makers;
- Experience working in a remote, indigenous community is an asset. Experience in Microsoft Office, specifically Excel; and
- Pre-employment verification including Criminal Records Check.

Working Conditions

- Position is based in Old Crow, YT.

What we offer

- A supportive and safe work environment;
- Competitive compensation will commensurate with qualifications; and
- Equal opportunity, diverse and inclusive workplace.

Working with Vuntut Gwitchin First Nation

Our mission is to promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship, and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.

Applications close at 12:00pm on Monday, April 17, 2023. Please forward resume to:

Human Resources Department
Vuntut Gwitchin First Nation
P.O. Box 94
Old Crow, YT Y0B 1N0
Email: employment@vgfn.net

A complete job description can be obtained from the VGFN office at Old Crow or requested via email: employment@vgfn.net

Priority will be given to citizens of the Vuntut Gwitchin First Nation.

While we appreciate all applications, only those selected for further consideration will be contacted.



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POSITION PROFILE

INTRODUCTION	
Position Title: Manager, Human Resources & Citizen Advancement	Reports To: Director, Human Resources and Development
Dept: Human Resources & Education	Location: Old Crow, YT
Staff: 1-5	Revision Date: February 2023
PURPOSE	
<p>Reporting to the Director, the position leads human resources, training and development of Vuntut Gwitchin Government (VGG) employees and citizens. The position contributes to an effective and responsive department that leads initiatives and promotes human resource (HR) best practices to enhance individual performance and capacity. Works collaboratively with department manager and other staff to attain organizational objectives.</p>	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> • Manages the day-to-day operations and department staff. Organizes team activities, communicates work goals, develops plans to accomplish goals, evaluates progress, and distributes information; • Promotes capacity development through performance evaluation, encourages individual development, and provides support to resolve personnel issues through conflict resolution processes and problem solving; • Manage an employee performance management system. Guides management to set goals and manage performance through annual reviews and workplans. Identifies areas of individual development to meet current/future position expectations (e.g., improve performance, increase capacity in specific areas). Develops individualized performance management processes including professional development, training and performance improvement plans; • Supports staff in the transition to the workplace including Return to Work agreements, Short and Long-Term Disability Management, and Workers' Safety; • Initiate activities and functions to promote positive organizational culture and foster improved morale and a collaborate approach for attainment of strategic priorities; • Assesses organizational and community needs to develop annual master plans for training and development, including timelines, resources, and vendors. Develops, delivers, and evaluates training programs and materials (e.g., lateral violence, leadership) to retain talent, develop employees and leaders, and to align employees with VGG strategic goals; 	

- Develop and maintain an education and skills database to track and support individual knowledge and competency development. Applies information to make decisions regarding services and funding and introduces improvements to ensure accessibility and participation;
- Ensures the Aboriginal Human Resources Development Agreement (AHRDA) agreement is in place for VGG in partnership with CYFN (i.e. ISETS and associated funding). Monitors the agreement and ensures compliance with Service Canada and CYFN's financial reporting requirements;
- Manages the HR digital records system (e.g., HR Shared drive, Payworks), trains new employees to use payroll systems and ensures that strong privacy standards and processes are in place;
- Supports the Director by carrying out VGG's HR functions and executing HR strategies including strategic planning and benefit administration. Ensures HR representation and service is present and coordinated across VGG; and
- All other duties, as assigned.

ACCOUNTABILITY & IMPACT

- Department staff are engaged, supported and productive;
- Human resource and education guidance and advice is accurate, timely and evidence based;
- Training solutions continually adapt and are developed to support goals defined by strategic and operational plans;
- Improved employee job satisfaction, productivity, and morale; decreased employee turnover;
- A trusting and consultative relationship with employees and all levels of management exists due to strategic, credible, and consistent HR solutions;
- Long term planning decisions are in the best interest of citizens; and
- The VGG Standards of Conduct are modelled and promoted.

FINANCIAL CONTROL

Annual budget under direct control of this position:	Moderate (<500k)
Other responsibilities & influences:	Sole authority to sign contracts and purchase orders < 5k.

WORKING CONDITIONS

Environment:	Work is in a normal office environment where there are few undesirable conditions. The manager responds to frequent challenging situations that require confidentiality, sensitivity, and cultural competence.
Physical:	Normal
Hazards/equipment:	None
Travel:	Occasional travel between Old Crow and Whitehorse.

This document is intended to describe the general nature of the position and not to be a full inventory. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.

POSITION COMPETENCY PROFILE

Knowledge & Experience	<ul style="list-style-type: none"> • Bachelor’s degree in business, human resources management, organizational development or a related field, or an equivalent combination of significant experience and training; • Considerable experience in a variety of HR functions such as talent acquisition, organizational development, performance management, disability management, human resource planning, compensation, and/or employee engagement; • Experience working in cross-functional teams or with a variety of stakeholders to achieve common goals; • Experience managing and leading training and development initiatives to build workforce capacity; • Experience managing programs, budgets, and personnel; • Experience providing advice and recommendations to senior decision makers; and • Experience working in a remote, indigenous community is an asset.
Behavioral Competencies	<ul style="list-style-type: none"> • Strategic thinking • Developing others • Achieving results • Decision making • Communication • Service orientation • Collaboration • Self-awareness
Conditions of Employment	<ul style="list-style-type: none"> • Criminal Records Check; and • Valid Class 5 Driver’s License.