



Employee Relations Manager 083-23-2
Human Resources, Central Administration
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **May 31, 2023**, for the Employee Relations Manager with Human Resources, Central Administration Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The Manager of Employee Relations reports to and works under the direction and supervision of the Director of Human Resources. The Manager of Employee Relations is responsible for the planning, developing, implementation and evaluation of personnel relations strategies including, policies, programs and procedures to address Six Nations of the Grand River Elected Council Human Resources requirements.

The Manager of Employee Relations shall be responsible for advising managers/directors and employees on the interpretation of personnel policies, mediation and grievance procedures as well as other matters related to the Six Nations of the Grand River Elected Council Employment Policy.

This position models, champions and reinforces Six Nations of the Grand River's vision, mission and values while working within a resolution focus for complex employee relations matters.

Type	Full Time
Closing Date	May 31, 2023
Term	Permanent
Hours of Work	35 hours per week
Wage	\$82,000-94,000

BASIC QUALIFICATIONS:

- University Degree in Human Resources Management, Labour Studies (Business or Public Administration) or related field with 2 years of current work related supervisory experience in Human Resources **OR**

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Business Administration Diploma with a concentration on Human Resources Management with three (3) years of current work related supervisory experience in Human Resources

- Minimum of two (2) years current workplace investigation experience specializing in harassment and bullying, violence, conflict of interest, breach of confidentiality, discrimination, professional misconduct, social media, etc.
- Certified Human Resource Leader Designation (CHRL) considered an asset.
- Knowledge of all relevant legislation, policies and regulations as it pertains to human resources
- Mediation/Conflict Resolution Training is an asset
- Analytical and problem-solving skills
- Must have working knowledge of Microsoft Word, Excel and Human Resource Management software
- Access to a reliable vehicle to travel for meetings/training when required

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at StaffHR@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Manager of Employee Relations – Full Time – 083-23-2
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



HUMAN RESOURCES DEPARTMENT

POSITION TITLE: Manager of Employee Relations

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Director of Human Resources.

PURPOSE AND SCOPE OF THE POSITION:

The Manager of Employee Relations is responsible for the planning, developing, implementation and evaluation of personnel relations strategies including, policies, programs and procedures to address Six Nations of the Grand River Elected Council Human Resources requirements.

The Manager of Employee Relations shall be responsible for advising managers/directors and employees on the interpretation of personnel policies, mediation and grievance procedures as well as other matters related to the Six Nations of the Grand River Elected Council Employment Policy.

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DUTIES AND RESPONSIBILITIES:

1. TECHNICAL

- Provide leadership, direction and collaboration on the day-to-day operations of the Employee Relations Officers, and other Human Resources personnel
- Provide expertise regarding policy updates or amendments to the Employment Policy as required, to the Director of Human Resources
- Provide ongoing guidance, expertise and support to Supervisors/Managers in managing employee issues
- Act as an advisor to the Directors/Managers/Employees relative to employee relations matters and deal with issues in a fair and just manner to ensure consistency throughout SNGR
- Oversee and conduct when necessary, internal investigations of complaints of alleged violations of policies and legislation (including workplace violence and harassment, etc.) and make appropriate recommendations
- Mediate/conflict resolution to resolve employee/employer issues and facilitate mutually agreeable outcomes

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- Conduct exit interviews for employees leaving Six Nations employment when necessary
- Provide guidance, consultation and coaching for management on the development of applicable disciplines, mapping out employee performance improvement plans, and other performance management issues
- Evaluates performance of Employee Relations staff
- Assist with all employee grievances in accordance with the SNGR's Employment Policy

2. ADMINISTRATIVE

- Prepare and send exit interview summaries to Senior Management
- Monitor and follow-up on attendance management reports/issues
- Prepare and maintain reports on employee issues on open, closed and ongoing cases for Senior Management and identify trends for action and training
- Maintain employee records and documentation and ensure they are properly maintained and kept confidential
- Develop and coach the Human Resources staff.
- Responsible for all disciplinary actions and processes up to and including termination

3. COMMUNICATIONS & LIAISON

- Act as a liaison with government agencies on Human Resources issues:
 - Labour Canada re: Employment Standards; Human Resources Development Canada as required
- Communicate with Directors and Managers to assist in identifying current and prospective employee relations matters, and advise on employee relations policies and procedures
- Respond to inquiries and complaints as directed
- Keep the Director of Human Resources apprised of significant human resources or organizational issues and trends
- Compose briefing notes, memos, correspondence, and updates as may be required
- Acts as a resource of information to department Managers and Directors
- Prepare and respond to electronic mail
- Communicate and works collaboratively with Directors and Supervisors/Managers on investigation report results

4. OTHER RELATED DUTIES:

- Attend meetings of appropriate committees as required
- Attend meetings with Council and/or Workshops as directed
- Schedule and attend monthly departmental meetings
- Performs any other related duties as assigned by the Director of Human Resources

WORKING CONDITIONS:

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The working environment of this position is subject to high stress, frequent interruptions, intense work related matters and some interaction with the public who may be aggressive and/or irate.

There are many deadlines, which at times require unscheduled hours.

Must have the ability to take direction, prioritize and work independently, coping with many demands and work within time restraints.

WORKING RELATIONSHIPS:

With the Director of Human Resources

Reports directly to the Director of Human Resources.

Receives support, direction and guidance.

Discusses plans, priorities and interacts to ensure tasks are done efficiently and effectively;

With the Directors and Managers

Provides administrative leadership, direction and support. Works in a cooperative and courteous manner.

With Government Ministries, Departments & Agencies

Must work in a cooperative, professional and courteous manner

With the Community

Represents and promotes SNGR and the Human Resources Department in a courteous, cooperative and professional manner, provides information and assistance.

To promote the image of Six Nations Community, SNGR and Six Nations Departments in good faith through responsible professional conduct.

KNOWLEDGE AND SKILLS:

Minimum Qualifications

- University Degree in Human Resources Management, Labour Studies (Business or Public Administration) or related field with 2 years of current work related supervisory experience in Human Resources **OR**
Business Administration Diploma with a concentration on Human Resources Management with three (3) years of current work related supervisory experience in Human Resources
- Minimum of two (2) years current workplace investigation experience specializing in harassment and bullying, violence, conflict of interest, breach of confidentiality, discrimination, professional misconduct, social media, etc.

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- Certified Human Resource Leader Designation (CHRL) considered an asset.
- Knowledge of all relevant legislation, policies and regulations as it pertains to human resources
- Mediation/Conflict Resolution Training is an asset
- Analytical and problem-solving skills
- Must have working knowledge of Microsoft Word, Excel and Human Resource Management software
- Favourable police record check
- Access to a reliable vehicle to travel for meetings/training when required

Other Preferred Qualifications

- Must be self-motivated; ability to supervise staff and organize workers
- Must have the ability to train and motivate staff and deal with Human Resource related issues in a compassionate, fair and just manner within the organization
- Must have excellent communication, interpersonal, organizational and customer service skills, with sound judgment, conflict resolution and problem-solving ability
- Must be able to assess skills and abilities of our leadership and identify areas that need improvement and training for HR knowledge
- Must have the ability to analyze and problem solve in order to recommend solutions

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to poor relations, confusion and

misinformation being given to staff and government agencies.

Errors in judgement and in the conduct of duties could lead to financial loss and legal liability.

CONTROLS:

Guiding principles set by the administrative policies and procedures established by the SNEC for the Human Resources Department and other related legislation.