



Manager of Training and Development 085-23-2
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 Manager of Training and Development 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 Training and Development reports to and works under the direction and supervision of the Director of Human Resources. The Manager of Training and Development is responsible for the planning, developing, implementation and evaluation of training and development strategies including, policies, programs and procedures to address Six Nations of the Grand River Elected Council Human Resources requirements.

The Training and Development Manager is responsible for ensuring employees adapt to and adhere to organizational culture. This position models, champions and reinforces Six Nations of the Grand River's vision, mission and values through the onboarding process and implementation of all training and development initiatives.

Type	Full Time
Closing Date	May 31, 2023
Term	May 31, 2023
Hours of Work	35 hours per week
Wage	\$82,000-\$84,000

BASIC QUALIFICATIONS:

- Post-Secondary Degree/Diploma in Education, Human Resources or Business with 2 years of current work related supervisory experience in Human Resources or related field **OR**
- Business Administration Diploma with a concentration on Human Resources Management with three (3) years of current work related supervisory experience in Human Resources or related field
- Certificate in Adult Education is preferred;

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- Three (3) years of current work-related experience in adult instructional design and delivery or related experience;
- Human Resources Professional designation (CHRP) or training designation (CTDP/CTP, RPT, CPLP, CPTM) would be an asset;
- Knowledge of all relevant legislation, policies and regulations as it pertains to human resources
- 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 Training and Development – Full Time – 085-23-2

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 Training and Development

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 Training and Development is responsible for the planning, developing, implementation and evaluation of training and development strategies including, policies, programs and procedures to address Six Nations of the Grand River Elected Council Human Resources requirements.

The Training and Development Manager is responsible for ensuring employees adapt to and adhere to organizational culture. This position models, champions and reinforces Six Nations of the Grand River's vision, mission and values through the onboarding process and implementation of all training and development initiatives.

DUTIES AND RESPONSIBILITIES:

1. TECHNICAL

- Supervise and manage the day-to-day operations of the Training and Development Coordinator(s) and other Human Resources personnel
- Research, review and consolidate current and best practices for organizational development and training
- Provide recommendations and request revisions to the Employment Policy as required, to the Director of Human Resources
- Provide ongoing guidance, expertise and support to Supervisors/Managers for training and development needs
- Conduct training needs assessments, analysis and identify knowledge gaps
- Act as an advisor to the Directors/Managers/Employees relative to training and development
- Evaluate training and onboarding effectiveness and report statistics/metrics for continual improvement
- Identify and assess future and current training needs through job analysis, career paths, annual performance appraisals and consultation with Supervisors/Managers and Employee Relations
- Evaluates performance of Training and Development staff
- Applies consultative approach to identify and address individual and organizational training needs, support best practices, accountability and quality improvement

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- Act as the first point of contact for third party vendors providing training content
- Research and source funding from various government programs on training indicative to the needs of Six Nations of the Grand River Elected Council

2. ADMINISTRATIVE

- Prepare and send training summaries to Senior Management
- Monitor and follow-up on training and development reports/issues
- Maintain employee records and documentation and ensure they are properly maintained and kept confidential
- Develop and coach the Human Resources staff
- Manage the training budget
- Reporting all training and development conducted on and off site as per the Human Resources monthly reports
- Support the implementation of innovative learning and organizational development activities
- Responsible for Canada Job Grant submissions and follow up

3. COMMUNICATIONS & LIAISON

- Liaise with stakeholders with respect to the scheduling of training and development programs;
- Direct ongoing communication to new and existing employees, providing information and mentorship;
- Communicate with all Six Nations of the Grand River Elected Council departments and respond efficiently and professionally to inquiries and provide appropriate information as it relates to training and onboarding;
- 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
- Discuss training needs and goals with Director of Human Resources on a regular basis

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:

The work environment of this position is subject to high stress, many interruptions and moderate degree of interaction with the public who may be aggressive and/or irate.

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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

- Post-Secondary Degree/Diploma in Education, Human Resources or Business with 2 years of current work related supervisory experience in Human Resources or related field **OR**
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- 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
- Exceptional communications skills (oral and written) that feature clear and concise language in order to influence, negotiate, and build and maintain strong partnerships with stakeholders
- Must have excellent people skills and ability to use diplomacy, tact and discretion
- Must be trustworthy, reliable, a motivator and confidence builder
- Must be able to assess skills and abilities of Human Resources and identify areas that need improvement and training
- 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.