



Human Resources Manager

Full Time, Permanent

Winnipeg, Manitoba, Hybrid Opportunity

Take the next step in your human resources (HR) career at the Manitoba Inuit Association (MIA)! This is an exciting opportunity for a HR professional that wants to be part of a team that promotes Inuit values, community, and culture! As the Human Resources Manager, you will support dedicated staff in providing Inuit-specific programs and services to the community.

The Human Resources Manager will be responsible for recruitment and staffing, compensation, performance management, attendance management, employee relations, Human Resources administration, and other HR related projects.

The ideal candidate will manage work priorities and thrive under pressure. They will have a strong understanding of HR best practices and knowledge of employment-related legislation. They will have discretion when working with confidential and sensitive information. The candidate will have considerable experience in recruitment, staffing and have a working knowledge of recruitment approaches that support Inuit employment. Their excellent communication skills will help them build strong work relationships, motivate staff, and provide excellent client service!

Job Requirements:

Undergraduate degree in HR Management, Business Administration, Organizational Psychology, or a related field. An acceptable combination of education and related work experience may be considered in lieu of formal education requirements.

3 years HR Generalist/senior level Human Resources experience including 1 year of supervisory, managerial or team lead experience.

Preferred Assets:

- Experience using HRIS
- Ability to communicate in Inuktitut
- Previous work experience in a Not-for-profit and/or a Charitable organization

Preference in hiring will be given to qualified Inuit candidates, applicants are encouraged to self-identify.

Salary and Benefits:

MIA offers a competitive total compensation package including major medical and dental coverage for the employees and their dependents. Employees also receive paid sick and vacation leave.

Applications may be considered for future employment opportunities with Manitoba Inuit Association.

We thank all interested applicants in advance for their interest. Only those selected for further consideration will be contacted.



Job Advertisement

How to Apply:

To apply, please submit your resume and cover letter by email to: jo@sivummutolutions.ca

Position(s) will remain **open until filled**.

The successful candidate will be required to obtain a criminal record check with results that are acceptable to MIA.

Attachments – Full Job Descriptions:

See below for full JD.





JOB DESCRIPTION

Job Title: Human Resources Manager

Program/Division/Department:	Human Resources
Reports to (title):	Chief Executive Director
Version Date:	September 5, 2023

General Accountability

The Human Resources Manager provides HR generalist support to the Manitoba Inuit Association (MIA). Reporting to the Chief Executive Officer, the Human Resources Manager is responsible for all functional areas of human resources (HR), including recruitment and staffing, job evaluation, compensation, and the implementation of HR programs and processes. The position will make recommendations concerning performance and attendance management issues. It will identify employee relation issues, perform fact finding, and identify any risks for consideration when making recommendations. The Human Resources Manager will support the establishment of HR goals and priorities as they relate to Manitoba Inuit Association’s organizational objectives, as well as support the development of internal HR policies, practices, and procedures.

Specific Accountabilities

Accountability	Description
Job Evaluation, Recruitment and Staffing	<ul style="list-style-type: none"> Consult with the hiring managers to ensure that job descriptions and job evaluations are up to date. Support management in updating job descriptions. Prepares and updates organizational charts if there is a structural change. Determines a recruitment approach that integrates Inuit employment strategies. Establishes advertising contracts and campaigns with outside firms for staffing competitions. Provides support to hiring managers in determining qualification equivalencies, drafting job advertisements, screening applicants, chairing the interview panel, assessing applicant suitability in accordance with the position requirements, and makes recommendations to the hiring manager. Completes pre-employment checks (e.g., references, ensuring vulnerable sector checks are completed, driver's abstracts, etc.). Makes compensation recommendations within the approved budget for the position. Consider the applicant's qualifications, market competitiveness and internal equity to ensure that salary recommendations are appropriate and equitable. Identifies compression and compensation concerns to the Chief Executive Officer. Creates and provides the offer letter. Completes regrets for unsuccessful candidates.



Accountability	Description
Performance, Attendance Management, and Employee Relations	<ul style="list-style-type: none"> • Provides confidential and timely performance, attendance management and employee relations support to management/supervisors by providing policy interpretation and advice, advising managers on Employment Standards and other legislative requirements. • Identifies issues for consideration and determines risks and provides recommendations to mitigate these risks. • Supports managers in performing fact finding/investigations into workplace issues and responding to formal Harassment and Discrimination complaints. • Supports managers and staff with seeking conflict resolution. • Provides supporting documentation to support management/supervisors/staff, such as questionnaires, development/improvement plans, and coaching/disciplinary letters. • Provides policy/practice interpretation to staff.
Administration	<ul style="list-style-type: none"> • Provides HR systems support for HR areas (e.g., creation of new positions, new hires, leave input, etc.). • Ensures that new employee have completed all required paperwork for sign on and benefits for accurate processing. • Enters relevant new hire information into the HRIS. • Act as a benefits & pension administrator including enrolment, responds to employee concerns, employer statements. Negotiates and prepares package renewal for approval. • Completes relevant Benefit documentation and any relevant Workers Compensation documentation on behalf of MIA. • Works with management/supervisors to ensure that all attendance documentation is filed. • Maintains all physical and electronic HR files and ensures accurate and comprehensive employee records.
Policy, Practices and HR Focused Objectives	<ul style="list-style-type: none"> • Contributes to the development of internal HR policies and processes, including monitoring for understanding and adherence, research, and drafting documentation. • Provides feedback to the CEO on policy, practices, and procedures. • Supports the establishment of human resources goals as they relate to MIA's organizational objectives and develops internal HR Programming to support them (e.g., employee orientations, succession planning, etc.).
Additional HR Activities	<ul style="list-style-type: none"> • Participates in organizational committees with an HR focus (e.g. Chair of the Health and Safety Committee). • Provides and coordinates HR related training for management and staff (e.g., performance management, including • Assists in identifying training and professional development needs for managers and employees. • Develops onboarding programming and assists managers/supervisors in onboarding their new employees. • Assists with offboarding of employees. Conducts and documents exit interviews.



Decision Making and Authority

Decisions made by this role.

Provides advice and process direction based on MIA's policies, procedures, and established precedent. Management relies on the Human Resources Manager's knowledge and expertise to make decisions impacting their work. Provides verbal and written job offers.

Actions that need to be reviewed.

Considering extenuating circumstances and stepping outside of an established policy or recommending an action that may set organizational precedence is made in consultation with the CEO.

Qualifications

Education (equivalencies - an acceptable combination of education and experience will be accepted)

Formal Education	Required	Preferred	Specify area(s) of study
Secondary School	<input type="checkbox"/>	<input type="checkbox"/>	
Community College	<input type="checkbox"/>	<input type="checkbox"/>	
Undergraduate Degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HR Management, Business, Organizational Psychology, or related field.
Master's Degree	<input type="checkbox"/>	<input type="checkbox"/>	
Ph.D.	<input type="checkbox"/>	<input type="checkbox"/>	
Other (<i>insert description</i>):	<input type="checkbox"/>	<input type="checkbox"/>	

Work experience

Type of Work Experience	Minimum Length/ Amount of Experience Required	Required	Preferred
Related experience in a HR generalist role. Including attendance management, recruitment, staffing, performance management, employee relations, and HR administration.	3 years	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisory, Managerial, or Team Lead experience.	1 year	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous experience working in an Inuit organization	1 year	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience in applying employment law principles, employment legislation and occupational health and safety	2 years	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Knowledge, Skills and Abilities

- A strong understanding of HR best practices and current employment related legislation (e.g., Employment Standards Act, etc.).
- Experience in policy interpretation, implementation, and development.



- Working knowledge of the full cycle of the recruitment/staffing process.
- Working knowledge of performance management.
- Working knowledge of HR Administration.
- Working knowledge of compensation and benefits.
- Knowledge of Manitoba Employee Standards Code and the Workplace Safety and Health Act.
- Proficiency in HRIS.
- Knowledge of Inuit culture, values, Inuit Qaujimajatuqangit (IQ) and traditional practices.
- Demonstrated credibility and discretion in working with confidential and sensitive information.
- Excellent written and verbal communication skills.
- Ability to understand, influence, and resolve complex and potentially contentious issues.
- Proficiency in MS Office Suite including Word, Excel, Outlook, Teams, PowerPoint, and SharePoint.
- Ability to work with employees and management and build strong work relationships.
- Motivated and able to work independently and as part of a team.

Assets

- CPHR designation
- Working knowledge of Not-for-Profit and/or Charitable organizations
- Presentation/Trainer skills.

Languages

Language	Required	Preferred
Fluency in English	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fluency in Inuktitut	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Quantitative Data (if applicable)

Number of Staff Supervised

Category	Number
Direct	N/A
Indirect	N/A
Total	N/A

Financial Responsibilities

State any financial responsibilities (and amounts) involved in the job e.g., budget, salaries etc.

Operating budget responsibility: TBD

Salaries – staff supervised: N/A



Working Conditions

As a generalist within the field of Human Resources the topic of support will frequently change. The position will provide advisory to changing audiences (i.e., directorate, management, supervisors, and staff). This position supports and responds to management/employees in distress and/or manage delicate interpersonal or performance issues. This position is in an office environment and has the option of an agreed upon hybrid work schedule.

