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EMPLOYMENT OPPORTUNITY

HUMAN RESOURCES ADVISOR

Staffing Process Number: ACFN-2024-005

The Athabasca Chipewyan First Nation (ACFN) Is seeking one (1) full-time permanent position of **Human Resources Advisor**. This position consists of 5 days on, 2 days off; Monday to Friday, 7.5-hour days, and 37.5 hours per week; schedule, hours and work location may change from time to time to meet operational requirements. This is a local position to **Fort McMurray, AB., or Fort Chipewyan, AB.**, and the successful candidate must have their own accommodations and transportation. Reporting to the Human Resources Director, the Human Resources Advisor is responsible to provide HR advice, guidance and delivery of HR services to managers and employees on the interpretation and application of HR policies and programs in **two core HR disciplines**.

GENERAL RESPONSIBILITIES

- Provide full cycle of staffing and recruitment services, from start to finish; job postings, conducting interviews, letters of offer, reviewing/conducting reference checks, releasing competition results, etc.
- Classification; create, review and/or update position descriptions; job evaluation using various standards, writing classification rationales and in conducting relativity studies.
- Labour relations; resolving workplace conflicts or disputes and conduct investigations, as required.
- Train and coach hiring managers on candidate interview evaluation techniques.
 - Draft and develop interview guides and rating material.
- Coordinate disability management: claims management (short and long term disability and WCB claims), consultation on accommodation, return to work plans, is an asset.
- Preparing various HR documents, correspondence, reports and statistics.
- Performs all duties and responsibilities in accordance with the ACFN's policies, standards and procedures.
- Maintains confidentiality on all matters relating to the affairs of the ACFN, DLRM and KTM.
- Provides human resources advice, guidance of HR services to managers and employees on the interpretation and application of ACFN's Human Resources polices and programs in one or more HR disciplines.
- Assists in developing an HR work-plan.
- Assists in developing and maintaining HR programs; and filing systems.
- Creates and maintains various HR employee records, using Xyntax or equivalent HR database.
- Maintains a current knowledge of related HR legislation regulations and standards.
- Assists in preparing for meetings and takes minutes at meetings; and other duties as required.

QUALIFICATIONS

- Graduation with a bachelor's degree from a recognized post-secondary institution with an acceptable specialization in human resources management, labour or industrial relations, psychology, business administration or in any other field relevant to the work to be performed OR an acceptable combination of education (Grade 10) , training and experience (Five (5) years of HRM experience in a minimum of one (1) or more HR disciplines, i.e., staffing/recruitment, labour relations, classification, etc.
- Three (3) to Five (5) years of *recent and significant experience in staffing/recruitment.
- Three (3) to Five (5) years of *recent and significant experience in classification and labour relations or training and development or classification or human resources planning, is an asset.
- Experience providing strategic HR advice and guidance to management on a broad range of human resources matters, asset.
- Experience interpreting and applying HR policies, terms and conditions of employment, and related HR legislation and regulations, required.
- Experience conducting HR research and analyzing facts to develop and improve HR procedures, tools and guidance material.
- Experience consulting with clients to identify HR needs and provide expert advice and guidance by developing options to resolve problems, cases and mitigate risks.
- Experience writing correspondence, reports, case studies and/or summaries in support of recommendations referred for decision to senior management.
- Class 5 Drivers Licence, required.
- Proficient in a Microsoft Windows environment; Outlook, Word and Excel.
- Knowledge of HR federal and provincial legislation and regulations relevant to human resources management; Canada Labour Code, Alberta Employment Standards, and Alberta Human Rights Act.
- Knowledge of the Denesoliné language and culture; ability to speak Dené is an asset.
- Ability to analyze and summarize information from various sources.
- Ability to develop and coordinate HR information sessions, workshops, orientation and presentations on a variety of HR disciplines, asset.
- Ability to work independently and as a team member.
- Strong communication skills; both written and verbal.
- Outstanding interpersonal relationship skills; and attention to detail.
- Willingness to work evenings, week-ends and holidays.
- Willingness to travel; and is a condition of employment.
- Willingness to sign a Confidential Agreement.

****Recent and significant experience is defined as the depth and breadth of the experience in the performance of the duties for a period of approximately three (3) years within the last five (5) years.***

Salary will be dependent on experience and qualifications.

Interested candidates are invited to e-mail a covering letter and résumé quoting **Staffing Process Number: ACFN-2024-005**, in confidence to HR@acfn.com
Closing Date: Résumés will be accepted until a successful candidate is found.

Marsi chogh/Thank you to all who apply, however, only those selected for an interview will be contacted.

Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous people (ACFN, MCFN, FFMN, etc., status or non-status, Inuit or Métis). Preference may be given to Indigenous people.

