



# Beausoleil First Nation

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**Re-Posted: July 24, 2024**

## EMPLOYMENT OPPORTUNITY

The Human Resource Manager has primary responsibility for human resource development, planning and management, as well as implementation, coordination and management of training and development initiatives at the First Nation level. He/she provides advice and assistance to the Beausoleil First Nation in human resource matters. The Beausoleil First Nation is seeking a qualified and experienced individual to fill this exciting employment opportunity. Preference will be given to applicants who are of Aboriginal Descent.

**Job Title:** Human Resource Manager

**Qualifications:** This is not a complete list, to see the full qualifications, please refer to the Job Description.

1. A university degree or college diploma in a field related to human resource/personnel management, such as business administration, public administration, commerce or psychology;
2. Or, completion of a professional development program or courses in human resource/personnel administration is acceptable;
3. Five to seven years of progressively responsible human resource management experience, development or training, as a personnel officer, employment development officer or human resource specialist, or in a clerical or administrative position related to personnel administration, preferably in a First Nation Government or organization; or have an equivalent combination of education and experience.
4. Certified Human Resource Professional (CHRP) designation is an asset
5. Drivers license would be an asset
6. Annual clear CPIC/VSS is required
7. On going training as required

**Salary:** To be determined, commensurate upon qualifications and experience

**Duration:** Permanent, dependant upon a successful probationary period.

**Hours of Work:** 35 hours/week

**Duties:** This is not a complete list, to see the full duties, please refer to the Job Description.

- Plan, organize, direct, control and evaluate the operations of human resources or personnel departments
- Plan human resource requirements in conjunction with other departmental managers
- Co-ordinate internal and external training and recruitment activities
- Develop and implement labour relations policies and procedures and negotiate collective agreements
- Administer employee development, language training and health and safety programs
- Advise and assist other departmental managers on interpretation and administration of personnel policies and programs
- Oversee the classification and rating of occupations
- Organize and conduct employee information meetings on employment policy, benefits and compensation and participate actively on various joint committees
- Direct the organization's quality management program
- Ensure compliance with legislation such as the Canada Labour Code and Standards

**Closing Date:** Applications shall be delivered to the Administration Building no later than **August 6, 2024 @ 4:30 P.M.**

**Direct Supervisor:** First Nation Administrator,  
A. Dan Monague

**Functional Supervisor:** Chief & Council,  
Beausoleil First Nation

**\*A detailed job description can be picked up at the Beausoleil First Nation Human Resources Office.**

Application packages must consist of the following: **Cover letter, resume, relevant diplomas/certificates and at least two recent employment related reference contacts.** Your application package must be clearly marked with your name and the position you are applying for. Faxed or e-mailed applications are acceptable, [jobs@chinnissing.ca](mailto:jobs@chinnissing.ca) however, applicants selected for an interview must present the original signed letter of application at the interview. Successful applicant will be required to get a CPIC/VSS.

We thank all who apply, however only those selected for an interview will be contacted.