



CONFEDERACY OF TREATY NO. 6 FIRST NATIONS

SUB - OFFICE:

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WWW.TREATYSIX.ORG

Employee Relations Coordinator

Overview

The Confederacy of Treaty Six First Nations (CT6FN) is a non-profit Political and Treaty Organization (PTO) that has been mandated by the Chiefs and Elders of Treaty No. 6 to advocate, protect, and enhance Treaty rights by monitoring legislation and policies that affect Treaty rights.

The Confederacy of Treaty Six First Nations (CT6FN) is seeking an experienced and dedicated Employee Relations Coordinator to drive organizational growth, foster a positive work culture, and optimize employee performance. The position requires a comprehensive understanding of both HR best practices and the organization's goals. The Employee Relations Coordinator will contribute to the successful development and implementation on a wide range of human resources functions. This role will also advise employees and managers on human resources policies, recruitment strategies, compensation and benefit programs. This position reports directly to the Executive Director.

Responsibilities

1. Collaborate with senior leadership to understand business objectives and develop HR strategies that align with company goals. Proactively identify opportunities to enhance workforce effectiveness, talent development, and employee engagement.
2. Serve as a point of contact for managers and employees, providing guidance on employee relations matters, conflict resolution, performance improvement, and disciplinary actions. Promote a positive work environment and address workplace concerns effectively.
3. Develop effective recruitment and talent acquisition strategies. Lead efforts in sourcing, selecting, and onboarding top-tier talent. Work on initiatives for employee development, succession planning, and career pathing.
4. Lead the design and implementation of performance management processes, including goal setting, performance reviews, feedback mechanisms, and performance improvement plans. Collaborate with managers to improve employee performance and productivity.
5. Assess organizational needs and recommend strategies for workforce planning, team structure, and role optimization.
6. Provide insights into compensation structures and benefits programs to ensure competitiveness in the market and alignment with business goals. Advise on salary reviews, incentive programs, and benefits administration.
7. Guide the organization through periods of change, whether related to growth, restructuring, or process improvements. Support communication efforts and assist employees in adapting to changes.
8. Stay up to date with employment laws and regulations, ensuring company policies and practices are in compliance.
9. Advise on matters related to employment standards, workplace health and safety, and other relevant regulations.
10. Implement and maintain HRIS system and complete HR administration duties which encompass tasks such as employee onboarding and offboarding, managing personnel records, assisting with benefits and payroll, ensuring compliance with regulations, coordinating training and

development activities, supporting employee relations, and providing general administrative assistance to maintain efficient HR operations.

11. Utilize HR analytics and data to derive meaningful insights, enabling informed decision-making. Prepare reports and presentations to communicate trends and recommendations to leadership.
12. Promote and support diversity and inclusion initiatives, ensuring a fair and equitable workplace for all employees. Collaborate with leadership to implement strategies that foster an inclusive work environment.
13. Other duties as requested by the Executive Director

Qualifications

1. Bachelor's degree in Human Resources, Business Administration, or related field.
2. Professional certifications such as Chartered Professional in Human Resources (CPHR), or equivalent are an asset.
3. A minimum of 5 years of experience in HR business role or equivalent experience.
4. Experience in development of policies, procedures and various HR programs.
5. Comprehensive knowledge of HR practices, employment laws, and industry trends.
6. Knowledge of and exposure to a range of human resources activities, including some of the following: recruitment, legal compliance, orientation, compensation and benefits, performance management, employee relations, and employee communications.
7. Comprehension of First Nations' rights (Inherent and Treaty), UN Declaration on the Rights of Indigenous Peoples, and TRC Calls to Action.
8. Clear Criminal Records and CWIS check.
9. Valid driver's license, reliable transportation, and ability to travel overnight as necessary.
10. Ability to speak Cree, Dene, Nakota Sioux, or Saulteaux language will be a definite asset.
11. Preference to a Treaty No. 6 Member will be given.

Skills & Competencies

1. Excellent verbal, research, planning, written communication and interpersonal skills
2. Proficient in computer systems including Microsoft Office and HR software/systems.
3. Ability to work under pressure, demonstrate good time management and balance multiple priorities with discretion with strong organizational skills.
4. Data-driven mindset with the ability to analyze and interpret HR metrics.
5. Ability to navigate complex situations, problem solve and provide practical solutions.
6. Great attention to detail, client/customer focus
7. Maintain professionalism and cultural sensitivity awareness.

COMPETITION WILL REMAIN OPEN UNTIL SEPTEMBER 22, 2023, 4:30PM MST

Please Submit: cover letter, resume, and three references to:

Email to: lmills@treatysix.org
Phone Inquiries: 780-944-0334
Fax Resumes to: 780-944-0346

ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED