

# MOHAWK COUNCIL OF AKWESASNE

*Sustaining our inherent rights, facing challenges together to build a strong and healthy future.*



## Human Resources Manager Mohawk Council of Akwesasne

### About Mohawk Council of Akwesasne (MCA)

At MCA we are committed to providing consistent quality services that will enhance the quality of life for all Akwesasnon today, while protecting their rights and preserving their resources for the next seven generations. MCA delivers community services to Akwesasne members, including: Justice, Health, Social, Education, Policing, Housing, Technical (e.g. roads, sanitation), Economic Development and Environment.

### About the Position

As the Human Resources (HR) Manager you will lead the HR team to build an engaged, committed and productive MCA workforce. Your work and that of your team will have an MCA-wide impact and result in increased management and employee engagement and well being, and ever increasing levels of capacity, sustainability, productivity and performance. In this role you will report to the Director, Central Resource Services and together with your team will deliver strategic, support and administrative HR services throughout the organization.

### Major Responsibilities

#### **Strategic Partner**

The HR Manager, in collaboration with their team and the Director, Central Resource Services, partners with the leadership team and management to achieve MCA's strategic and operation plan objectives. This requires a future-oriented perspective, a solid understanding of business, policy, work flow and job design principles, and a focus on organizational development.

#### **Change Coach**

MCA is always evolving to improve its service delivery and keep pace with external changes. The HR Manager builds a disciplined change management culture across MCA and coaches managers and employees on change strategies by linking evolving work structures, processes and outcomes to the MCA vision, mission, and strategic and business plan objectives.

#### **Workplace Environment Champion**

The HR Manager builds an optimal workplace environment where every employee can choose to contribute, be engaged, and satisfied with their work. The HR Manager works to build an MCA culture where employees have the competency, caring, and commitment to serve and respect community members and each other.

#### **Management**

The HR Manager creates the annual HR Program operating plan, annual budget, and a calendar of activities and key dates, and is accountable for managing the delivery of ongoing support and administrative services, building the HR team, budgetary performance, and for achieving HR Program strategic and business objectives.

### Qualifications

- A bachelor degree in HR management, business, commerce or a relevant discipline with five (5) years of management or equivalent experience;
- Experience in contract management, unionized negotiations, or mediation/dispute resolution is preferred;
- Experience with an HR Information System is preferred;
- Preference will be given to an Indigenous candidate.

The successful candidate must be willing to commit to obtaining the Certified Human Resource Professional certification within two (2) years should they not already be certified.

Applications and inquiries for this exciting position located at Akwesasne (St. Regis) should be directed to Brigitte Phillips at [brigitte.phillips@akwesasne.ca](mailto:brigitte.phillips@akwesasne.ca) or by phone at 613-575-2250 x 2120.

Only candidates selected for an interview will be contacted.

Deadline for Application: **Friday December 15, 2017 at 4:00 pm**

PHONE: 613-575-2250  
FAX: 613-575-2181

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