



EMPLOYMENT OPPORTUNITY

Internal / External

Human Resources Manager

Full-time Permanent

About FNTI (First Nations Technical Institute)

FNTI has been a leader in Indigenous education since its establishment in 1985, celebrating the successful graduation of over 4000 students with certificates, diplomas, and degrees in partnership with Ontario's Colleges and Universities. As an Indigenous post-secondary institution, FNTI is dedicated to offering responsive educational programming tailored for Indigenous learners across a diverse range of post-secondary disciplines, including aviation, health, social work, and public administration. FNTI's main campus is in Tyendinaga on Ontario's beautiful Bay of Quinte. We offer programming to various community locations throughout the province as well as virtual programming.

Job Summary:

The Human Resources Manager, reporting to the Vice President of Enrolment Management and Student Services, plays a pivotal role in overseeing the functions of the Human Resources department at FNTI. This includes implementing human resources and talent management strategies, attracting and retaining employees, administering compensation and benefits, managing employee relations, overseeing performance evaluation processes, ensuring employee health and safety, facilitating training and development initiatives, conduct policy reviews and ensuring compliance with HR standards and legislative requirements.

The Manager will also be responsible for supervising HR staff, managing HR systems and metrics, providing support to the Administrative Team as needed, and aligning their efforts with the strategic priorities of the Institute while upholding FNTI's Mission, Vision, and Values.

Key Responsibilities:

- Implementing human resource and talent strategies
- Managing performance evaluation processes and employee wellness
- Designing and directing training programs
- Ensuring compliance with laws and regulations
- Managing HR systems and distributing associated metrics
- Serving as a primary point of contact for management, employees, and external stakeholders
- Developing and implementing human resources policies
- Staying abreast of HR trends, best practices, and employment law
- Providing coaching and support to managers
- Identifying staffing needs and managing the talent acquisition process
- Administering compensation and benefits plans
- Managing all employee benefits and absence tracking
- Analyzing trends in compensation and benefits
- Ensuring payroll-related tasks are completed accurately and timely
- Overseeing the annual performance review process
- Providing advice and support on employee relations matters
- Promoting workplace health and safety
- Coordinating HR training programs
- Managing the HR budget
- Maintaining HRIS systems and staff records
- Creating and maintaining HR documents and files

- Performing other duties as assigned

Qualifications:

- Three-year Diploma in Human Resources, Business Administration, combined with a minimum of five- or six-years related experience or a combination considered an equivalent by FNTI.
- CHRP/CHRL would be a definite asset
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, research and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite.
- Proficiency with or the ability to quickly learn the organizations HRIS system.
- Working in an Indigenous organization an asset

Conditions of Employment:

- Willing and able to travel on occasion as well as work overtime as required.
- Successful candidates must provide a satisfactory CPIC and Vulnerable Sector Check.

Note:

- All qualified applicants are welcome to apply, however FNTI provides preference to those applicants with Indigenous ancestry who self-identify.
- Must be legally entitled to work in Canada.

Please forward cover letter, resume, and two references by close of business May 15, 2024 to:

Human Resources
Email: HR@fnti.net

FNTI is committed to creating an accessible and inclusive organization. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code (OHRC), applicants may request accommodation related to the protected grounds at any stage of the hiring process.

Thank you for your interest with FNTI. Only those selected for an interview will be contacted.