



## EMPLOYMENT OPPORTUNITY

### Human Resources Advisor

Established in 1994, the Independent First Nations are twelve (12) diverse and distinct communities comprised of three original peoples: the Anishinawbek, the Onkwehonwe and the Inninuwig in Ontario. Politically, the Independent First Nations (IFN) communities asserted their independence from existing Political Territorial Organizations (PTO's) and affirmed their right to be self-determining, self-governing First Nations that represent their community's interests at the local, regional, national level based on Indigenous and treaty rights. Collectively, the combined population of the IFN communities is over 30,000 members. We are unique politically, economically, socially, culturally, and geographically with territories spanning across Ontario in the East, South, West, and North.

The IFN is currently seeking a dedicated, discreet, and dependable professional for the newly created position of **Human Resources (HR) Advisor**. Under the direction of the IFN Executive Administrative Committee and the combined oversight of the IFN Director of Health and Director of Intergovernmental Affairs, the HR Advisor will be responsible for carrying out a wide variety of human resources functions to support the management team and improve the quality of working experience for IFN employees.

#### QUALIFICATIONS

##### Education & Experience

- ▶ A graduate of a post-diploma program in Human Resource Management, or degree with Business Administration with a focus in HR Management
- ▶ Working towards or in possession of the designation of Certified Human Resources Professional (CHRP) or Certified Human Resources Leader (CHRL)
- ▶ At least three years of related experience working as an HR Generalist
- ▶ Proven knowledge of employment-related legislation and best practices
- ▶ Previous experience working in a First Nation organization would be considered an asset

##### Developed Competencies

###### **Candidates must have demonstrated success in the following areas:**

- ▶ Must possess superior interpersonal skills for developing and maintaining trusting relationships
- ▶ A demonstrated ability in problem solving and responsiveness to others' needs
- ▶ Be highly organized and detail-oriented
- ▶ Able to complete multiple tasks concurrently
- ▶ Able to communicate effectively, both written and verbally, at all levels of the organization
- ▶ Have demonstrated conflict resolution skills
- ▶ A high level of integrity and dependability with a strong sense of urgency and results orientation
- ▶ Proven ability to handle sensitive information and maintain confidentiality
- ▶ Must be computer literate and proficient in Word, Excel, Outlook, and PowerPoint

##### Office Location

- ▶ To be determined

Interested candidates are invited to submit a cover letter and resume, totaling no more than five (5) pages combined, **by 4pm EST on Monday, November 22, 2021** to:

Mail: **Independent First Nation Human Resources Advisor Selection Committee**  
c/o TrendLine Consulting Services  
154 – 1100 Memorial Ave.,  
Thunder Bay, ON P7B 4A3

Email: **trendline@tbaytel.net** Fax: **(807) 623-3773**

The IFN is an inclusive employer and offers accommodation throughout the recruitment process upon request.

*While we appreciate all applications for this position,  
only those who are selected for an interview will be contacted.*