

Employment Opportunity

Siksika Health Services is a not-for-profit organization which provides Primary Care and Community Wellness support. The facilities are used by our Proud Siksika Nation Members and our friendly surrounding communities. We are a very enthusiastic, empowering and encouraging team. Our **Mission** is to strive for accountable efficient services delivery and our **Vision** is to proactively provide quality and holistic health care.

Organization: Siksika Health Services

Title: HUMAN RESOURCES TEAM LEAD
Location: HEALTH SERVICES
Reports to: CEO
Posted Date: Monday, January 20, 2025
Deadline: OPEN UNTIL POSITION FILLED
Annual Salary: NEGOTIABLE
Position Status: Full-time

The Human Resources Team Leader guides the overall provision and management of Human Resources services, policies, and programs for the entire organization and is responsible for the following functional areas: Human Resources department development, Human Resources Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and recruitment. The Human Resources Team Leader assists and advises the Health Director and Team Leaders on Human Resources issues.

Responsibilities include, but will not be limited to:

- Oversees the implementation of Human Resources programs through Human Resources staff
- Monitors the administration of established standards and procedures and identifies areas for improvement and resolves any discrepancies
- Oversees and manages the work of reporting Human Resources staff and encourages the ongoing development of the
- Human Resources staff
- Develops and monitors an annual budget that includes Human Resources services, employee recognition, and administration
- Conducts a continuing study of Human Resources policies, programs, and practices to keep management informed of new developments
- Leads the development of department goals, objectives, and systems and establishes measurements that support the accomplishment of Health Services strategic goals
- Participates, as required, in meetings
- Establishes and leads staffing practices and procedures necessary to recruit and retain an effective workforce
- Develops and implements training and development initiatives to address current capabilities and future training needs, including on-the-job operational training, department special training, management development, new hire orientation and on boarding
- Leads the implementation of a performance management system that includes performance development plans and employee development programs
- Leads in the development and then implements compensation strategies that align with Health Services goals
- Ensures the provisions of cost-effective benefits plan and monitors benefits for cost savings
- Develops, implements, and ensures the application of policies, regulations, and standards relating to occupational health and safety
- Ensures compliance with legislated reporting requirements and due diligence/liability requirements are met

(FOR A FULL JOB DESCRIPTION PLEASE SEE HUMAN RESOURCE)

MINIMUM QUALIFICATIONS:

Education and Experience:

- Minimum of a bachelor's degree or equivalent in Human Resources, Business, or Organizational Development
- Specialized training in employment law, compensation, organization planning, organizational development, employee relations, training, and preventive labour relations would be an asset
- Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement would be an asset
- Possess ongoing affiliations with leaders in successful companies and organizations that practice effective Human Resources Management
- Five plus years of progressive leadership experience in Human Resources positions

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Knowledge, Skills and Abilities:

- Broad knowledge and experience in employment law, compensation, organizational planning, employee relations, safety, and training and development
- Able to work successfully and productively in a team environment or independently
- Strong ability to perform well and be unfailingly diplomatic in a high pressure and complex environment
- Excellent problem-solving skills with the ability to envision and deliver innovative solutions
- Proven analytical, planning, and organizational skills to handle multiple priorities
- Excellent interpersonal and coaching skills
- Above average oral and written communication skills
- Demonstrated ability to lead and develop Human Resources staff members
- Above average skills in a Microsoft Windows environment w h i c h m u s t include Excel and skills in database management and record keeping
- Evidence of the practice of a high level of confidentiality
- Experience in the administration of benefits and compensation programs and other Human Resources programs

Requirements:

- Valid Driver's license is required. Class 5.
- Full Criminal record clearance including vulnerable sector.
- Moderate knowledge of the philosophy and issues regarding the delivery of First Nation health care.

**FOR ADDITIONAL INFORMATION OR TO APPLY, PLEASE SUBMIT YOUR
RESUME, COVER LETTER, EDUCATION DOCUMENTS & CRIMINAL RECORD CHECKS TO:**

SIKSIKA HEALTH SERVICES
Human Resources Department
Recruitment@siksikahealth.com

All documentation must be received to be granted an interview.

