

**JOB DESCRIPTION**

**Section 1 – Identifying Data**

<i>Position Title</i>	<b>Human Resources Manager</b>
<i>Incumbent</i>	
<i>Supervisor's Title</i>	Executive Director
<i>Unit</i>	Head Office
<i>Location</i>	Whitehorse
<i>Date Amended</i>	May 2, 2024
<i>Valid Class 5 Yukon Driver's Licence</i>	Yes
<i>Classification</i>	MG05

**Section 2 – General Summary**

Reporting to the Executive Director, the Human Resources Manager is responsible for overseeing all aspects of Yukon Environmental and Socio-economic Assessment Board's (YESAB) human resources functions. The Human Resources Manager develops, implements, monitors, and evaluates all HR strategies, policies, and programs to support YESAB's mission, goals, objectives, and Board set priorities.

The Human Resources Manager is responsible for shaping YESAB's culture and fostering employee engagement. They provide information and recommendations to the Executive Director and the Board, directions and advice to managers, and ensures compliance with federal regulations.

**Section 3 – Organizational Structure**

See attached Organizational Chart.

**Section 4 – Principal Duties and Responsibilities**

1. Provides strategic direction and leadership, aligning HR initiatives with the YESAB's overall strategic goals and objectives.
2. Ensures compliance with federal employment laws, regulations, and YESAB's policies, and manages HR-related risks to mitigate legal exposure and protect YESAB's interests.
3. Provides information, advice, recommendation and direction to the Executive Director, the Board, senior management team and management team to address organizational challenges, drive YESAB's performance, and foster a culture of collaboration and teamwork.
4. Leads organizational development initiatives, including change management, organizational restructuring, and culture transformation, to support YESAB's growth and agility.
5. Oversees performance management processes, including goal setting, performance evaluations, and feedback mechanisms, to support employee development and drive performance improvement.
6. Develops, implements, and evaluates YESAB's health and safety programs.
7. Manages employee relations matters, including conflict resolution, disciplinary actions, and grievance procedures, to promote a positive and productive work environment.
8. Develops and implements recruitment and talent management strategies to attract, retain, and develop a skilled and diverse workforce.

9. Develops a competitive compensation and benefits programs to attract and retain top talent and ensure compliance with legal and regulatory requirements.
10. Designs and delivers training and development programs to enhance employee skills, competencies, and capabilities, and support career advancement and succession planning.
11. Implements initiatives to promote employee engagement, satisfaction, and well-being, including wellness programs, employee recognition, and team-building activities.
12. Evaluates, implements, and manages HR information systems and technology solutions to streamline HR processes, improve data accuracy, and enhance decision-making.
13. Leads and directs the Human Resources Unit, which includes supervision, performance management, and coordination of tasks and schedules.

### **Section 5 – Contacts**

- Contact with the Executive Director to exchange information, receive direction, provide advice, and resolve issues and problems related to human resources.
- Contact with YESAB Board members, senior management, and staff to exchange information, provide HR related advice, and participate in developing policies and practices where appropriate.
- Contact with Legal Counsel for drafting and compliance considerations, as well as employment and/or labour law consultations when appropriate.
- Contact with Human Resources Unit staff to provide direction, receive status information, resolve problems, discuss program direction and ideas, develop initiatives, and evaluate program effectiveness.
- Contact with professional members or organizations to exchange information and obtain professional advice and recommendations that could better benefit YESAB's human resources strategies.
- Contact with Yukon First Nation Governments, Federal, Territorial, or Provincial government representatives, other Indigenous organization representatives, stakeholder groups, and members of the public to obtain/provide information related to YESAB's human resources.
- Contact with other agencies or departments when discussing partnerships.
- Contact with YESAB staff at all levels to exchange information, investigate issues, and resolve problems.

### **Section 6 – Specific Accountabilities**

- Provision of timely and accurate advice to the Executive Director related to human resources management.
- Development of policies, guidelines, and procedures pertaining to YESAB human resources functions.
- Recommendations and advice given to YESAB members and staff pertaining to YESAB human resources management.
- Maintenance of compliance with applicable labour laws and regulations.
- Recruitment of professionals into YESAB.
- The communication of changes to YESAB's human resources management to relevant parties outside of YESAB.
- Management, coordination, and direction of Human Resources Unit.
- Budget expenditures within approved budget.

What are the impacts of performing the Principal Duties and Responsibilities?

The advice offered and decisions made directly impact the YESAB's human capital growth, retention, and engagement. Decisions and recommendations impact the effectiveness of human resources support services upon which YESAB's management and staff depend for successful program delivery.

### **Section 7 – Budget**

1. a) What is the Annual Budget for the unit under the direct control of the position?

<b>Fiscal Year 2024/25</b>	
Contracts	\$50,000.00
O&M Budget (excl. Payroll & other fixed costs)	\$25,000.00

### **Section 8 – Working Environment**

The incumbent works in an office environment and the work involves imposed deadlines and conflicting, multiple, and unpredictable demands for advice and frequent interruptions. The incumbent may travel within the Territory and out of Territory for meetings and/or Training.

### **Section 9 – Knowledge and Skills**

- Degree or Diploma in business administration, social sciences, human resources management, or similar degree, and/or Chartered Professional in Human Resources Designation.
- Exceptional knowledge of principles, theories and practices of all human resources functions and management.
- Exceptional ability in interpreting employe and labour laws, and other applicable acts and regulations.
- Strong knowledge of the *Canada Labour Code*.
- General Knowledge of Yukon Environmental and Socio-economic Assessment Act.
- General knowledge of Yukon First Nations and First Nation agreements
- Excellent analytical and synthesis skills with the ability to lead teams in problem solving.
- Strong knowledge of policy development and evaluation methods and techniques.
- Excellent analytical and synthesis skills with the ability to lead teams in problem solving.
- Excellent written and good oral communication skills, including the ability to make public presentations and facilitate meetings and/or conversations.
- Excellent organizational ability with effective planning and project management skills.
- Experienced in engaging indigenous group representatives, government representatives, stakeholder groups, and members of the public.
- Excellent initiative, discretion, and judgment.
- Ability to work independently and as part of a team.
- Strong interpersonal, conflict resolution, and problem-solving skills
- Ability to utilize a personal computer along with experience using databases and a variety of software (e.g. Microsoft Office, Word, Excel)

**Section 10 – Signatures**

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

**Incumbent** (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_

**Executive Director**: I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.

Executive Director:

Date:

