



PAYUKOTAYNO

James and Hudson Bay Family Services EMPLOYMENT OPPORTUNITY

POSITION TITLE: Director of Human Resources

LOCATION: Moose Factory, Ontario

SALARY: Competitive Salary, Benefits, and Pension

CLOSING DATE: Open Until Filled

COMPETITION #: 200-24

WHO WE ARE

Payukotayno: James and Hudson Bay Family Services supports children, youth, and families. We provide a range of services including child protection, prevention, foster care, adoption, and family counseling, with a strong emphasis on collaborating with First Nations communities and embedding Indigenous values into our programs. We are committed to building healthy, safe communities by fostering inclusion, diversity, and the well-being of the children and families we serve.

POSITION SUMMARY

As a key member of the senior leadership team, the Director of Human Resources will provide strategic and transformational leadership in all aspects of human resource management. This includes overseeing recruitment, labour relations, policy development, and employee wellness programs that align with our organizational objectives. The Director will work closely with the Executive Director and other senior leaders to ensure that HR initiatives support both short- and long-term strategic goals, with a strong focus on innovation, equity, and cultural inclusivity.

KEY RESPONSIBILITIES

Strategic Leadership: Lead the HR function with a focus on transformation, aligning HR strategies with the agency's mission and strategic plan. Drive continuous improvements, leveraging technology and innovative approaches to enhance employee engagement and organizational effectiveness.

Talent Acquisition & Development: Oversee recruitment strategies, ensuring the acquisition of qualified talent align with our mission. Implement training and development programs that foster professional growth and prepare staff for leadership roles, while promoting succession planning.

Labour Relations: Provide expert guidance on collective agreements, labour negotiations, and grievance resolution to maintain positive relations between management and employees. Lead initiatives that build a collaborative and respectful labour environment.

Compliance & Policy Management: Ensure that HR policies and practices comply with relevant legislation, including the Employment Standards Act, Human Rights Code, Pay Equity Act, and Child and Family Services legislation. Regularly review and update HR policies to reflect best practices and evolving legal requirements.

Compensation and Benefits: Oversee the administration of the agency's compensation and benefits programs, ensuring competitiveness and alignment with organizational goals. Work with the Finance Department to manage the HR budget. **Health, Safety, and Wellness:** Collaborate with the Health and Safety team to promote a culture of safety, well-being, and mental health. Oversee initiatives to enhance employee wellness and support programs aimed at improving work-life balance.

Equity, Diversity, and Inclusion: Champion diversity, equity, and inclusion throughout the organization, working to embed these principles in recruitment, employee relations, and training programs. Build initiatives that support reconciliation and the integration of Indigenous knowledge and culture.

Performance Management: Implement and oversee performance management systems that promote employee development, recognize accomplishments, and support continuous improvement.

Data-Driven Decision Making: Utilize human resource information systems (HRIS) and workforce analytics to track HR metrics, provide insights, and inform strategic decision-making.

WHAT MAKES YOU GREAT FOR THIS ROLE?

- A proven track record of leading HR transformation and building high-performance teams.
- Strong understanding of labour relations, particularly in unionized environments, with demonstrated experience in collective bargaining and grievance management.
- Expertise in creating a respectful, inclusive workplace culture that empowers staff and promotes innovation. Knowledge of the Child and Family Services sector and legislation is an asset.
- Experience working with Indigenous communities and fluency in an Indigenous language would be considered assets.
- Strong knowledge of the Ojibwe culture, including both the challenges faced by our children, families, and communities, as well as the resilience, strengths, and rich traditions that inspire growth, healing, and success.
- Excellent communication, negotiation, and conflict resolution skills, with the ability to work collaboratively across all levels of the organization.
- You are driven by a commitment to reconciliation and have a deep understanding of Indigenous culture and values.

QUALIFICATIONS

- A Bachelor’s Degree in Human Resources, Business Administration, or a related field. A CPHR designation is preferred.
- Minimum of 5-7 years of progressive experience in human resource management, with a focus on labour relations, talent development, and strategic planning.
- Demonstrated experience in a unionized environment, with a deep understanding of collective agreements, grievances, and workplace investigations.
- Knowledge of employment legislation, including the Employment Standards Act, Occupational Health and Safety Act, and Human Rights Code.
- Experience working with Indigenous communities is a strong asset. Proficiency in MS Word, Excel, Outlook, and Internet applications.
- A valid driver’s license and the ability to travel as required are assets.

CONDITIONS OF EMPLOYMENT

- Required to work flexible hours in response to agency needs or crisis situations.
- Must provide a clear criminal records check, abuse registry checks, and driver’s abstract.

HOW TO APPLY

SUBMIT COVER LETTER, RESUME, AND THREE (3) SUPERVISORY WORK REFERENCES, WITH EMAIL ADDRESSES, AND PERMISSION TO CONTACT, TO:

Human Resources
Payukotayno: James & Hudson Bay Family Services
P.O. Box 189
Moosonee, ON P0L 1Y0
Fax: (844)444-0627
Email: hr@payukotayno.ca

ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

Preference will be given to internal applicants. Payukotayno is committed to a diverse and inclusive workforce. We encourage applications from Indigenous candidates and those from underrepresented groups. We encourage all candidates to self-identify when applying. The job description is available upon request. Accommodations are available upon request during all stages of the recruitment process.