

Employment Opportunities



Position: Employee Services Manager
Service Area: Employee and Administrative Services
Location: Siksika Nation Tribal Administration
Salary: Based on Education and Experience
Date Posted: February 24, 2025
Closing Date: March 7, 2025
Competition Number: EASESM-01-02-24-25

POSITION SUMMARY:

The Employee Services Manager is responsible for overseeing and managing various employee services and needs within the Siksika Nation Tribal Administration (SNTA). The key accountability is to manage, develop, implement, and coordinate the delivery of Employee Services ("ES") programs, initiatives, and policies. Providing support to the Executive Management Team to ensure SNTA's strategic goals and operational needs are effectively planned and implemented in all employee-related functions.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Direct and supervise the provision of a full range of Human Resources Management functions (HRM) and services to support SNTA in achieving its goals and objectives. This includes planning, developing and implementing strategies, ensuring the efficient and effective delivery of HRM services in recruitment, onboarding and retention, employee relations, HR legislation, policy and procedure application and adherence, preferential hire initiatives, employment equity, disability management, respectful workplace, employee career development and training, performance management initiatives and organizational design.
- Align EAS strategic objectives and organizational plans and ensure that operational and service delivery is compliant with Siksika Financial Administration Law (FAL), Canada Labour Code, WCB, OHS, PIPEDA and all other related legislation and regulations.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities

- Excellent knowledge of HR principles, practices, and Canada Labour Code, PIPEDA, and working knowledge of OHS legislation.
- Demonstrated ability to lead and develop employees providing guidance, feedback, and support.
- Excellent computer skills in Microsoft Office Suite, HRIS systems, and other relevant software.
- Ability to work effectively under tight timelines.
- Strong relationship management skills with the ability to cultivate effective working relationships with key stakeholders (Executive Management Team) and HR Management of related entities both on Siksika Nation and within Treaty Seven.

Education and Experience

- Bachelor's degree in Human Resources, Business Administration, or a related field required.
- Minimum of 4 years of experience in management role, preferably in a fast-paced and dynamic work environment.

EMAIL recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.

CALL 403-734-5567 or 403-734-5579 to learn more.

WEBSITE www.siksikanation.com

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.