



First Nations  
**FINANCIAL  
MANAGEMENT  
BOARD**

**CONSEIL  
DE GESTION  
FINANCIÈRE** des  
Premières Nations

Job Description

**HUMAN RESOURCES SPECIALIST**

January 2023

## Position Overview

The First Nations Financial Management Board (FMB) is a national First Nation institution created by the *First Nations Fiscal Management Act* (FMA). The FMB supports First Nations in pursuing social and economic well-being by developing strong governance and financial management systems.

Reporting to the FMS Support Services Senior Manager, the Human Resource Specialist supports selected First Nation clients across Canada through remote and in-person Human Resource support.

## Accountabilities

- Develops relationships with assigned clients that have an approved Financial Administration Law (FAL) to promote, build trust and secure buy-in to implement their FAL and ultimately prepare for FMS certification;
- In collaboration with the First Nation client, conducts the FMS Support Services needs assessment and identify opportunities for remote accounting and training opportunities;
- Supports First Nation FAL clients to achieve FMS certification. "Support" in this context means facilitating, empowering, motivating, educating.

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## Human Resource Support Services

- In collaboration with the FMS Support Services Senior Manager, develops a Human Resources procedures manual and readiness assessment that focuses on client service delivery;
- In collaboration with the First Nation client and the FMS Support Services Senior Manager, develops a Human Resource support service schedule based on the priorities identified in the FMS Support Services readiness assessment;
- Ensures Human Resource Support Services provided to clients are within the terms and provisions of the client's Financial Administration law;
- Assists First Nation clients with remote (or in-person) Human Resources support as identified in the FMS Support Services readiness assessment.

## Performance Management

- Assists First Nation clients with the development and maintenance of a performance management system;
- Assists First Nation clients to ensure timely and effective performance management processes;
- Provides First Nation clients support with developing, implementing, and maintaining employee succession planning and employee development initiatives.

## Job Design

- Develops a database of job descriptions consistent of employment positions common within First Nation administrations;
- Assists First Nation clients with developing job descriptions for new positions while updating existing job descriptions as requested by the client;

- Assists First Nation clients with the process associated with implementing updated job descriptions.

### **Information Management**

- Works with First Nation clients to develop and implement a process related to the creation and collection of Human Resource Management records;
- Works with First Nation clients to develop and implement a process related to the organization and classification of Human Resource Management records;
- Works with First Nation clients to develop and implement a process related to maintaining, protecting, and preserving Human Resource Management records;
- Works with First Nation clients to develop and implement a process related to Human Resource record retention and disposition.

### **General Human Resource Management Support Services**

- Supports First Nation clients with developing a Human Resource Strategy if identified in the client's Human Resources Support Services readiness assessment.
- Supports First Nation clients with the development and implementation of the following standardized Human Resource management templates:
  - Leave request forms (Sick, Vacation, Special leaves)
  - Yearly Workplan template
  - Mid-year performance management template
  - Yearly performance management template
  - Any other templates as required
- Assists with the change management process associated with transitioning to a Human Resource Enterprise Resource Planning System (ERP).

### **Training and Capacity Development**

- In collaboration with the FMS Support Services Senior Manager, develops a training plan based on the information provided in the initial needs assessment;
- Delivers training and capacity development including but not limited to:
  - General Human Resource Management Support training;
  - Information Management and Recordkeeping training;
  - Job Design training;
  - Performance management training and support.

The Human Resource Specialist completes other tasks as requested by the FMS Support Services management team.

## Qualifications

- Post-secondary (undergraduate) degree in Business Administration or other HR-related education preferred;
- CPHR professional designation preferred;
- Minimum of 5 years of experience in a Human Resource capacity; managerial experience an asset;
- Strong understanding and hands-on experience with HR Information Systems;
- Experience developing strategic HR plans;
- Ability to communicate in a manner that encourages an open, positive exchange of information;
- Strong listening skills;
- Demonstrated ability to develop collaborative and effective relationships at all levels of the organization and influence decisions;
- Ability to employ tact and diplomacy when dealing with clients and in confidential matters;
- Confidence in taking ownership and accepting responsibility for actions and decisions;
- Comfortable in managing upward relationships in a tactful and direct manner;
- Ability to proactively identify and analyze issues in the workplace and design and implement solutions;
- Demonstrated ability to manage multiple priorities effectively;
- Exceptional relationship-building skills;
- Strong organizational skills with attention to detail;
- Excellent judgment is required to provide sound direction and advice on a variety of human resource issues;
- Knowledge of employment/labour laws and general human resource policies and procedures;
- Effective working skills in Microsoft Suite and Adobe Products;
- Experience working with Indigenous Governments, organizations and communities considered a vital asset;
- Excellent communicator with a strong command of written and spoken English; French language skills are considered an asset.

Equivalent or relevant education and/or experience may be considered.

## Competencies

### Leadership

- Lives the FMB's core values and leads by consistent example; daily actions are consistent with espoused values and demonstrate expectations. Helps others understand the organization's vision and values and keeps them at the forefront of organizational decision-making and movement;
- Maintains a professional and positive manner even under changing or uncertain conditions. Works well with many individuals

- Provides support, coaches, encourages, and directs. Engages others to accomplish organizational goals and strategies;
- Gains support of ideas, proposals, and solutions from others, helps others to understand complex initiatives and sensitive situations to resolve disagreements and conflicts and considers other opinions while holding strong to firm directions and goals.

### **Relationship Building**

- Works effectively and co-operatively with all stakeholders to foster ongoing mutual respect and trust;
- Succeeds in understanding others. Is open and skilled in using one's interpersonal style to meaningfully interact with others, including empathy, humility, and patience.

### **Communication**

- Communicates clearly and effectively, using conventions proper to the situation to promote engagement and increase understanding.; demonstrates openness and honesty; listens well during meetings and feedback sessions; asks questions to ensure understanding; exercises a professional approach with others using all appropriate tools of communication and uses consideration and tact when offering opinions;
- Develops and maintains effective partnerships with others internally and externally to the organization; gaining others' support for ideas, proposals, and solutions;
- Consistently displays professionalism and confidentiality, creating a positive impression as an individual and representative of FMB;
- Maintains a long-term, big-picture view of FMB's operations and seeks opportunities to provide input on future needs and opportunities as they arise.

### **Initiative**

- Stays focused and balances changing or competing priorities and responsibilities, identifying the need for unique or modified approaches to achieving results and developing solutions to problems.

### **Interpersonal**

- Makes sound decisions; bases decisions on fact rather than emotion; analyzes problems skillfully; uses logic to reach solutions; handling sensitive and confidential information appropriately;
- Consistently displays professionalism and confidence; creates a positive first impression as an individual and as a representative of FMB.

### **Working Conditions**

- This position could be based in West Vancouver, Winnipeg, Ottawa, or Montreal;
- Requires national travel.