



Algonquins of Ontario Consultation Office Job Profile

Human Resources Advisor

Title:	Human Resources Advisor
Reporting to:	Finance Manager

General Background

The Algonquins of Ontario (AOO) are on a journey of survival, rebuilding, and self-sufficiency – a journey of reconciliation. This journey began nearly 250 years ago when the first Algonquin Petition was submitted to the Crown in 1772. Today, the AOO are comprised of the following ten Algonquin communities:

- Algonquins of Pikwakanagan First Nation
- Antoine
- Bonnechere
- Greater Golden Lake
- Kijicho Manito Madaouskarini
- Mattawa/North Bay
- Ottawa
- Shabot Obaadjiwan
- Snimikobl
- Whitney & Area

The Algonquins of Ontario Settlement Area includes a territory of nine million acres within the watersheds of the Kichi-Sibi¹ and the Mattawa River in Ontario. Based on a Protocol signed in 2004, these communities are working together to provide a unified approach to reach a settlement of the Algonquin land claim. In July 2009, the AOO, Canada, and Ontario entered into a *Consultation Process Interim Measures Agreement*. This Agreement sets out a one-window approach for Canada and Ontario to consult with the Algonquins of Ontario on proposed activities or projects in Algonquin Territory while the Treaty negotiations are ongoing. The AOO Consultation Office in Pembroke serves as this one window.

On October 18, 2016, the AOO and the Governments of Ontario and Canada reached a major milestone in their journey toward reconciliation and renewed relationships with the signing of the Agreement-in-Principle (AIP). The signing of the AIP is a key step toward a Final Agreement, which will clarify the rights of all concerned and open new economic development opportunities for the benefit of the AOO and their neighbours in the Settlement Area in Eastern Ontario.

Since the signing of the AIP in 2016, the AOO and the Governments of Ontario and Canada have continued to advance negotiations towards a Final Agreement. If a Final Agreement is achieved through this next phase, and if it is ratified by Algonquins and by the federal Parliament and provincial Legislature, it will take the form of a modern-day treaty setting out Algonquin Aboriginal and treaty rights protected under Section 35 of the Constitution Act, 1982.

The Teachings of the Seven Grandfathers below are the guiding principles of the Algonquins of Ontario.

The Teachings of the Seven Grandfathers

- **Kwayakoziwin: Honesty:** Honesty in facing a situation is to be brave.
- **Tabasenindizowin: Humility:** Humility is to know yourself as a sacred part of Creation.
- **Manàdjiyàn: Respect:** To honour all Creation is to have respect.
- **Sòngideyewin: Bravery:** Bravery is to face the foe with integrity.

¹ The Ottawa River, otherwise known as the Big River or Kichi-Sibi, has also been referred to in the Algonquin language as “Kichisipi”, “Kichissippi”, “Kitchissippi” and “Kichissippi”



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- **Nibwàkàwin: Wisdom:** To cherish knowledge is to know wisdom.
- **Sàgihidiwin: Love:** To know Love is to know peace.
- **Tebwewin: Truth:** Truth is to know all of these things.

Position Summary

The Human Resources Advisor will be responsible for providing support to the AOO Consultation Office by overseeing the human resources (HR) administrative procedures at the AOO Consultation Office and ensuring that labor policies are implemented. The duties consist of employee relations and support, payroll, personnel policies, regulatory compliance, and other HR programs. This individual will also be responsible for ensuring the accuracy of payroll reports, time sheets, and spreadsheets; assuring compliance with all applicable HR related federal and provincial regulations and the organization's HR related policies. Other duties involve maintaining accurate, up-to-date HR filing systems and personnel records, and drafting reports.

Job Duties

Human Resources Support:

- Support the management of staff relationships, responding to any HR-related queries or problems that they have and managing their expectations, including disciplinary actions in compliance with organization's HR-related policies.
- Provide effective communication across all levels of the organization and with the Algonquin Negotiation Representatives (ANRs).
- Act as a point of contact for employees, supervisors, and leadership.
- Provide leadership and coaching to managers and employees on key workplace matters such as performance management, difficult conversations, employee relations, and employee development.
- Assist in compiling relative HR metrics, analyzing, reporting, and identifying trends with recommendations provided.
- Develop, update, and recommend HR-related policies and procedures as necessary based on organizational needs.
- Educate employees on the organization's HR related policies regarding job duties, working conditions, safety, wages, career advancement opportunities, employee benefits, and recreation programs.
- Maintain accurate records and compile statistical reports relating to personnel data.
- Develop and provide recommendations for HR-related policies and processes. Assist in the development and implementation of HR-related policies, programs, and procedures.
- Provide research as requested.
- Maintain accurate and comprehensive personnel records.
- Distribute HR policies, procedures, and memorandums to the appropriate individuals, divisions, or departments across the organization.
- Help to ensure organization-wide compliance with HR-related policies, procedures, and applicable regulations.
- Assist with employee orientation and training.

Payroll

- Prepare a variety of related payroll documents including invoices for overpayments, retirement plan transfers, payroll register, stop payments, and worker's



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- compensation checks to document activities and issues, meet compliance requirements and provide audit references.
- Ensure the accuracy of preliminary payroll reports, time sheets, and spreadsheets.
 - Maintains a wide variety of payroll information, files, and records for the purpose of providing an up-to-date reference and audit trail for compliance.
 - Communicates with a variety of internal and external parties (city/provincial/federal agencies, etc.) for the purpose of ensuring accurate processing of payroll deductions/garnishments.

Skills	
Education:	Bachelor's degree in Business, Human Resources or related and/or relevant experience. CHRP/CHRL designation preferred but not required. Certified Payroll Assistant designation preferred but not required
Previous Experience:	6-10 years
Internal Communication:	This position requires consultation with and/or coordination of activities with other employees of the organization.
Algonquin Negotiation Representative Communication:	Regular weekly communication is required with Algonquin Negotiation Representatives providing support and/or guidance as required by the position.
External Communication:	Coordination of activities and providing updates/information to Government Agency contacts and other industry contacts is required.
Problem Solving Skills:	Problems are different and situations are constantly changing. Uses considerable judgment and analysis to arrive at recommendations or conclusions. Problem-solving based on experience and guided analysis from management.
Other Position Specific Skills:	<ul style="list-style-type: none"> • Is passionate about the survival, rebuilding, and self-sufficiency of all Algonquin communities. • Understands the detrimental and lasting effects of colonization on Indigenous people. • Detail-oriented with excellent planning, organizing, prioritizing, problem-solving and time management skills. • Ability to maintain accurate records and compile statistical reports relating to personnel data • Experience developing and providing recommendations for policies and processes • Demonstrated ability to prepare a variety of payroll-related and ensure the accuracy of



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	<p>preliminary payroll reports, time sheets, and spreadsheets.</p> <ul style="list-style-type: none"> • Demonstrated ability to deal sensitively with a wide variety of people and complex issues. • Ability to work independently with good diplomatic skills. • Ability to work within an office environment and work remotely through secure networking systems. • Self-identifying as Indigenous and/or having first-hand knowledge or experience living in and/or working with an Indigenous community will be considered an asset. • Ability to make sound business decisions and evidence-based recommendations to senior management. • Effective written and verbal communication skills as well as presentation skills.
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Associated Responsibilities

Planning & Coordination:	Coordination of routine projects with defined deadlines, seeking direction for required changes.
Contacts/Advocacy/Relationship Building:	Regular internal/external contacts to reach agreement on work/activities and ties employee's work with that of others.
Decision Making:	Tasks assigned by general instruction, discussion, or advice, with most details left to employee. Regular progress/quality checks. Errors have financial loss or adverse effect on employee relations.
Financial:	High level of financial responsibilities. Participates in overall organizational budget, financial planning and reporting. Oversees and ensures that all business transactions, accruals and adjustments are completed and accurate.

Mental Effort

Tasks require significant attention to detail; work is within specific guidelines but may also include limited direction.

Physical Effort

Long periods of time sitting/restrained with minimal opportunity to set aside a task or document due to urgent deadlines or intense concentration due to the complexity of activities. More than 3 hours of computer work and audio-visual strain.



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Working Conditions

Physical Working Environment:

Office with regular noise distraction and proximity of other employees. May travel 3-4/year.

Challenging Working Conditions:

Regular contact with challenging individuals, with unique circumstances referred to supervisor.



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Acknowledgement & Agreement

The above profile reflects the general details, skills, responsibilities, effort and working conditions considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job.

Job Profiles are not all-inclusive. This Job Profile describes the general nature and level of work being performed by employees assigned to this position. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job profile.

Employee Name
(please print)

Employee Signature

Date
(DD/MM/YYYY)

Approval:

Supervisor Name
(please print)

Supervisor Signature

Date
(DD/MM/YYYY)