



National Indigenous
Fire Safety Council Project
Projet du conseil national
autochtone de la sécurité-incendie

Human Resources Manager

Please apply by email to HR@indigenousfiresafety.ca

Title of Job: Human Resources Manager

The NIFSC is seeking to fill the role of a full time **Human Resources Manager**. This position works closely with the NIFSC leads and reports directly to the Executive Director. The following deliverables support the ongoing expansion of the NIFSC as a functional entity, supporting fire and life safety for Indigenous peoples across Canada.

Key Areas of Responsibility:

- > Ensure that we operate within Federal Labour Codes
- > Coordinate with labour and occupational health & safety bodies to develop and meet regulatory requirements, ensure any risks are addressed
- > Execute HR strategies to hire, retain and train staff required to maintain services, including reviewing policies, performance management and other (ongoing)
- > Develop and expand the onboarding package and offerings to incoming staff
- > Succession planning

Minimum Education, Certification and Experience:

- > Minimum five (5) years collective experience at a senior management level in Human Resources
- > Demonstrated experience working at a user-committee level and working with diverse stakeholder groups.
- > Knowledge of labour and occupational health & safety bodies and an ability to make recommendations based on specific program needs.

Additional Assets:

- > Knowledge of Indigenous culture
- > Of Indigenous heritage
- > Bilingual English / French

Terms of Employment:

- > Term Employment position from September 19, 2022, to March 31, 2024. This role may be extended given available funding.
- > Remote position: some travel may be required

Closing Date:

- > Applications will be accepted on a rolling basis until the position is filled

How to Apply:

- > Applications can apply by submitting a resume by email to HR@indigenousfiresafety.ca
- > Interested candidates may be located anywhere in Canada as this role is remote. Qualified candidates are encouraged to provide a current resume and cover letter highlighting their experience as it relates to the key responsibilities listed above.

NIFSC is an equal opportunity organization and encourages Expression of Interests responses from any community.