



## **EMPLOYMENT OPPORTUNITY**

### **Canadian Council for Aboriginal Business (CCAB)**

#### **Director of Human Resources and Operations**

CCAB is currently recruiting for a Director, Human Resources and Operations to lead all facets of our growing organization's human capital, with a focus on building and retaining our passionate and talented team.

CCAB is a national nonprofit charitable organization founded in 1984, which is committed to the full time participation of Indigenous peoples in the Canadian economy. CCAB offers knowledge resources and programs to both corporate Canada and the Aboriginal owned member companies to help foster relationships and economic opportunity in Canada.

Over the past 5 years, CCAB has seen steady growth in full-time and contract staff in line with the continued growth of the Aboriginal businesses, our members and the potential for the Indigenous economy in Canada and around the world. Over the past 18 months, CCAB has worked to improve the existing and to create new Human Resource policies and processes to solidify the foundation of Organizational resilience.

Reporting to the Chief Operating Officer, the Director of Human Resources and Ops will share our passion for our values and mission and demonstrate a commitment to a culturally diverse and inclusive workplace. The successful candidate will be a skilled practitioner in Human Resource policy; recruitment and orientation; performance management; Workplace Safety and Harassment training, health and safety and employment standards. The candidate will require highly effective project management skills in order to manage operational and administrative aspects required to keep the office operating effectively and efficiently. A strong candidate will be fueled by the opportunity to participate in a leadership team that is committed to open communication, transparency and equal opportunity for all staff.

#### **Responsibilities Include:**

- Strategic lead for all facets of CCAB's human resources functions including employee relations; performance management; human resources policies and

- guidelines; employment lifecycle; compensation & benefits; training and professional development that promotes employee engagement and change management principles
- Provides guidance, counsel, coaching on all complex employee and labour relations issues, producing recommendations and outcomes which support organizational goals, streamline costs and reduce risk across the organization
  - With senior leadership, develops and implements a diversity and inclusion strategy that supports CCAB to recruit, grow and retain a top-notch, multicultural workforce.
  - Responsible for leading CCAB's internal Progressive Aboriginal Relations (PAR) working group and the certification process
  - Through regular meetings with the CEO and COO, advises on HR matters, including using dashboards and metrics to track HR and professional development impact; supports reporting to the board.
  - Recommends improvements and guides the implementation of such through a job competency model and compensation policy to support organizational goals for consistency, fairness, inclusion and opportunity.
  - Oversees a comprehensive performance management program for all staff centered on goal setting, measurable outcomes, deliverables and key performance indicators.
  - Oversees onboarding and continuous learning strategies that ensures that all employees are welcomed, connected to peers, conversant with the organization's history and mandate, and equipped with practical and professional tools and opportunities.
  - Responsible for strategies, policies and approaches to foster healthy workplace culture for all employees. Manages annual survey of employees.
  - Engages and collaborates with external programming partners, post-Secondary Institutions, funders and professional networks for internships, recruitment and partnerships that support career development and provides opportunities for inclusion of new professionals to the Aboriginal business community.
  - Responsible for ensuring CCAB's workplace welcomes, supports and accommodates people of all abilities.
  - Educates, informs and trains people managers to coach and supervise employees to achieve their potential while ensuring high levels of service to CCAB's members and clients.
  - Assists COO in effective and efficient office administration.

### **Minimum Requirements/Qualifications:**

#### **Education:**

- A Bachelor's level university degree in a relevant field such as Human Resources Management or Business Administration, or substantial equivalent professional experience with demonstrated impact

#### **Skills and Experience:**

- A minimum of 7 years' management experience that blends traditional human resources management with innovation in organizational development and systems improvement.

- Demonstrated passion for our vision, mission and values.
- Experience in non-profits highly recommended. Knowledge of, or experience with Aboriginal businesses highly desirable.
- Exceptional project management and planning skills including the ability to foresee potential risk and make recommendations.
- Exceptional human resources management skills including administration and record-keeping, reporting and data analysis
- Ability to facilitate conversations, training and activities that support employee participation in organizational change.
- Demonstrated ability to execute, monitor and evaluate implementation of human resources tools and policies across diverse teams and departments
- Proficiency in all facets of Microsoft Office essential.
- Ability to navigate providing strategic direction with ensuring progress and problem-solving on the day to day.
- Demonstrates sound judgment with impeccable attention to confidentiality and sensitive matters.
- Flexibility and comfort with rapid change and growth.
- Exceptional verbal and written communication skills.

## **TO APPLY**

Those qualified are asked to submit a cover letter with a resume, outlining experience and suitability for the position to [hr@ccab.com](mailto:hr@ccab.com). **Please submit your application by February 28<sup>th</sup>, 2019.**

Those with Indigenous descent are encouraged to apply.

Information regarding CCAB is available at [www.ccab.com](http://www.ccab.com)