



## **JOB OPPORTUNITY**

The Kativik Regional Government (KRG), a supra municipal body with jurisdiction over the territory located north of the 55th parallel, is now looking for a self-motivated and dynamic individual interested in joining the KRG to work in the capacity of:

### **DIRECTOR, HUMAN RESOURCES (Two (2) year contract with possibility of renewal)**

Reporting to the Director General, the Director, Human Resources is responsible for planning, organising, coordinating and managing all functions and activities in the area of human resources, including labour relations. The Director is responsible for establishing, implementing and following-up on annual objectives as well as for the delivery of services provided by the Human Resources (HR) Department. More specifically, the Director will;

### **RESPONSABILITIES**

- Plan, organise and manage all activities falling under the scope of the HR Department and manage and supervise the work of the HR team;
- Establish, manage and follow-up on the Department's financial resources, including budget preparation and revision;
- Ensure that the KRG is compliant with all applicable laws, regulations, policies and procedures in the field of HR;
- Support Department Directors by providing counsel on HR and labor relations issues such as the interpretation and application of collective agreements, working conditions, laws, policies and procedures;
- Review staffing priorities and strategy and oversee the recruitment and selection processes;
- Review all disciplinary files, recommend appropriate action and ensure the respect of applicable internal procedures and guidelines;
- Oversee the management of benefits plans including Group Insurance Plan, Defined Contribution Pension Plan and Group RRSP;
- Manage and update overall health and safety plan, make recommendations and determine appropriate strategy, including oversight of the processing of individual compensation claims;
- Develop, update and implement human resources policies and procedures;
- Supervise the application of the job evaluation process;
- Lead Labour Relations Committee meetings and collective agreement negotiations and update the working conditions applicable to management employees, as required;
- Oversee the coordination of training activities and ensure the application of Bill 90;
- Develop internal communications to employees with the assistance of the Communication Department.

### **QUALIFICATIONS AND REQUIREMENTS**

- University degree in human resources, labor relations or in a related field, equivalent work experience will be considered;
- Membership in professional association or organization in HR(CHRP, CHRA or CRIA) will be considered an asset;
- Minimum of ten (10) years of relevant progressive work experience including at least five (5) years in a management role, as well as significant experience in a unionized environment;
- Work experience in a municipal or public organization will be considered an asset;
- Demonstrated experience in labor and employee relations;

- Proven leadership and decision making skills as well as being well organized and detail oriented;
- Excellent conflict resolution and interpersonal relations skills;
- Excellent written and verbal communication skills as well as an ability to communicate verbally and in writing in two of the following languages: English, French or Inuktitut;
- Experience in a cross-cultural environment will be considered an asset, (preferably within native communities);
- Be willing and available to travel in Nunavik and outside the region;
- Working knowledge of the Microsoft Office Suite;

**Place of work:** Kuujjuaq  
**Salary:** Min. \$100,735 yearly – Max. \$138,511 a year.  
**Other benefits:** Cost-of-living differential: minimum of \$8 500 annually;  
 Food allowance: minimum of \$3 707 annually;  
 Annual leave trips: maximum of 3 per person annually;  
 Pension Plan;  
 Group Insurance Plan;  
 Vacation: 30 days annually;  
 Statutory holidays: 19 days including 10 days during the Christmas period.

**\*\*Posting will remain open until filled\*\***

**Please submit your resume and cover letter in English and French to:**

**Human Resources Department  
 Kativik Regional Government  
 P.O. Box 9  
 Kuujjuaq QC J0M 1C0  
 E-mail: [hrdirector@krg.ca](mailto:hrdirector@krg.ca)**

*The KRG is an equal opportunity employer. In accordance with this and with the James Bay and Northern Québec Agreement, conditions may vary to promote the employment of Inuit candidates.*

*Only candidates selected for an interview will be contacted.*