

# ONEIDA NATION OF THE THAMES

HUMAN RESOURCES DEPARTMENT

2212 ELM AVENUE  
SOUTHWOLD, ONTARIO  
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-2930

## JOB POSTING

**Position:** Interim Human Resources Director  
**Term:** Indefinite  
**Department:** Human Resources  
**Division:** Administration  
**Salary:** Competitive salary range  
**Hours:** 40 hours per week, Monday to Friday, 8:30a.m. to 4:30p.m.

**Posting Date:** January 17, 2025

**Closing Date:** February 7, 2025, at 4:30p.m.

### JOB SUMMARY:

We are seeking an **Interim Human Resources Director** to lead our HR functions and operations. The successful candidate will be responsible for directing and managing the Human Resources team and operations in a safe, efficient, and cost-effective manner. This position is a key member of the senior management team and as such, will be called upon to provide guidance and direction to fulfill the strategic direction of Oneida Nation on the Thames and its close relationship with the community. This position reports into the Chief Administrative Officer.

The successful candidate will ensure Human Resource services and related employee programs for the Oneida Nation on the Thames municipal operations will ensure compliance with both Corporate and Council strategic plans. Provides overall coordination of various HR functions (leading a team of 3) including but not limited to employee/labour relations, total compensation, health and safety, recruitment, organizational development, and talent management.

### EDUCATION:

1. Bachelor Degree in Human Resources Management or Labour Relations, Business or Public Administration is preferred.
2. Must have a CHRP **OR** CHRL designation and membership in good standing with the Human Resource Professional Association of Ontario.

### EXPERIENCE:

1. Minimum of 5 years work experience in human resources.
2. Minimum of 3 years experience management capacity.
3. Knowledge of relevant government laws, legislation, policies, and procedures.
4. Exceptional leadership and management experience.
5. Strong analytical, critical thinking, problem-solving skills, and a high degree of accuracy and attention to detail.
6. Knowledge in employment law, organizational planning & development, employee relations, health and safety, talent management, total compensation, etc.
7. Ability to provide HR metrics and relevant status reports.
8. Proficiency in Microsoft Office and ability to learn and implement the Human Resources Information System (HRIS).
9. Experience in a First Nations community is preferred.
10. Must have experience in a unionized environment.

### MANDATORY DOCUMENTATION WITH APPLICATION:

1. A cover letter **must** be included with your application addressing the qualifications outlined above.
2. Resume.

### REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:

1. The successful candidate must submit a recent Criminal Record Check (completed within a 30-day timeframe), **at their own expense**.
2. The successful candidate must submit a copy of applicable educational qualifications (certificates, diplomas, degrees, etc.).

**Submit all mandatory documentation, marked confidential to [kailey.thomson@oneida.on.ca](mailto:kailey.thomson@oneida.on.ca).**

**Subject Line must read: Interim HR Director Application**

- Late applications will not be accepted.
- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- **Only those selected for interviews will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is preferred.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations, please contact Human Resources.

**To request a full job profile, contact Kailey Thomson at 519-652-3244 ext. 802 or by email [kailey.thomson@oneida.on.ca](mailto:kailey.thomson@oneida.on.ca).**

“People of the Standing Stone”

[www.oneida.on.ca](http://www.oneida.on.ca)