



The Organization

The Atlantic First Nations Water Authority (AFNWA) represents progress, innovation, and a long-term solution for water and wastewater issues that affect Atlantic First Nations communities. Incorporated on July 18, 2018 as a non-profit organization under the Canada Not-for-profit Corporations Act, the AFNWA is a ground-breaking First Nation owned organization that will provide water and wastewater services to participating communities. This approach will ensure a culturally appropriate, service oriented, and technically strong First Nations water utility which will own, operate, and maintain water and wastewater systems on their reserves.

As of April 2020, fifteen (15) First Nations communities have confirmed their commitment to the AFNWA by signing Band Council Resolutions (BCRs) indicating their desire to formally participate. These communities, located within Nova Scotia, New Brunswick and Prince Edward Island represent 61% of the total Atlantic First Nations by population. An additional seven (7) Atlantic First Nations communities have declared their interest, with others in the region being potential candidates. Using a scalable delivery model, the AFNWA governance and organizational structure shows promise for a model which can be utilized by other First Nation communities across Canada.

The management structure of the AFNWA is aligned to deliver full water and wastewater services for First Nation communities with a central main office and decentralized approach to operations. This model reflects current best practice for service delivery to First Nation communities in Canada. It incorporates a hub and spoke approach to operations for optimal service delivery and to foster a deeper relationship with the communities served by the utility.



ATLANTIC FIRST NATIONS WATER AUTHORITY (AFNWA)

POSITION DESCRIPTION

The Atlantic First Nations Water Authority (AFNWA) is a water and wastewater utility incorporated under the Canada Not-for-Profit Corporations Act. The AFNWA is owned by First Nations located in NB, NS, and PEI with its head office in Millbrook, NS. The AFNWA will employ approximately 40 full-time staff members located throughout the Atlantic provinces.

POSITION: Human Resources Generalist

DEPARTMENT: Corporate Services

PRIMARY FUNCTION: Reporting to the Manager, Corporate Services, responsibilities include effectively managing all compensation and benefit functions, disability management, health and wellness initiatives, mentorship programs, employee relations, recruitment functions, and organizational change and development. Performs all human resource generalist functions.

You will be responsible for your personal safety and that of your co-workers by observing all Occupational Health and Safety Rules and Regulations and AFNWA's Occupational Health and Safety Program Manual.

DUTIES AND RESPONSIBILITIES:

1. Manages the payroll operations and keeps abreast of and ensures compliance with all federal/provincial regulations as it relates to Payroll and advises management accordingly.
2. Processes payroll as required and is responsible for the operation of the payroll system and ensures payroll is processed in an accurate and timely manner and that proper procedures are followed, and necessary authorizations obtained.
3. Assists Manager, Corporate Services in performing the role of Benefits & Pension Plan Administrator.

4. Develops and manages policy with respect to payroll, benefits and other areas of human resources.
5. Responsible for the effective coordination of disability management including: Worker's Compensation claims, Long term disability, Return to Work, Attendance Management, and health and wellness initiatives.
6. At the request of the Manager, Corporate Services, participates in special projects, conducts research on payroll/benefits related matters, and prepares reports and correspondence.
7. Participates in employee relations matters including career development, conflicts of interest, and grievances.
8. Manages staff training budget, allocating funds in a manner that supports the long-term goals of the organization.
9. Responsible for recruitment and the employee orientation program, while also overseeing the selection and onboarding process for all departments.
10. Ensures the timely and accurate distribution of annual Benefits Statements and related information.
11. Ensures monthly benefits billing (premium payments, etc.) and new rate adjustments are processed in an accurate and timely manner.
12. Maintains current knowledge of trends/developments through networking with government agencies, regulatory bodies, benefit plan carriers, consultants, and other sources.
13. Assists the Safety Coordinator in planning, developing and maintaining a Safe Workplace program.
14. Contributes to a positive working environment and staff morale.
15. Performs other related duties as may be required.

REPORTING RELATIONSHIP:

Reports To: Manager, Corporate Services

Supervises: N/A

MINIMUM QUALIFICATIONS:

Education University degree in a related discipline.

Canadian Payroll Management Certification and training directly related to advanced payroll administration and generalist human resource functions is considered an asset (Other suitable equivalent combinations of directly related formal education and experience may be considered).

Experience: Minimum three years of related experience in recruitment and selection, and payroll administration (including benefits and pension).

Other Knowledge, Skills and Abilities:

1. Above average knowledge of Acts and other legislation affecting pension, benefits, payroll and other areas of human resources.
2. Demonstrated knowledge in the areas of payroll management, benefit administration and generalist human resource functions.
3. Effective communication skills (verbal and written).
4. Demonstrated attention to detail and accuracy in carrying out work.
5. Demonstrated ability to interpret and administer human resource policies.
6. Demonstrated ability to work independently as well as within a team environment to accomplish organizational goals.
7. Proven ability to balance multiple demands, conflicting priorities and manage change.
8. Demonstrated ability to carry a heavy workload and perform under pressure while maintaining a high degree of accuracy.
9. Excellent interpersonal skills and demonstrated ability to maintain confidentiality and handle sensitive issues.
10. Strong leadership skills and understanding of human resources issues.
11. Ability to work professionally with employees, other Departments, Consultants, external payroll/human resources professionals, government departments, and other organizations/agencies.
12. Strong knowledge of and appreciation for Indigenous Communities and Culture and how they relate to the workplace.
13. Available for occasional travel throughout Atlantic Provinces.

CLOSING DATE: Wednesday, May 5, 2021

APPLICATION INSTRUCTIONS:

Kindly forward all inquiries and applications to HR@AFNWA.CA. Application documents will only be accepted in .PDF or .DOC format. The applicant will receive an email confirming that the application has been received and all attachments are accessible. Successful candidates will be contacted on or before May 7, 2021 for next steps.