



CROSS LAKE EDUCATION AUTHORITY

Cross Lake Head Office:

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hr@clea.mb.ca

HR ADVISOR – TRAINING, DEVELOPMENT, AND RETENTION

POSITION SUMMARY

Reporting to the Human Resources Manager, the HR Advisor – Training, Development, and Retention will be responsible for the identification of staff training and development needs across the organization. This focus will encompass all CLEA departments, and both Otter Nelson River School and Mikisew School employees. This position is based in Cross Lake, MB.

KEY RESPONSIBILITIES

- Collaborate with CLEA management and School Administration to determine the organization's training and development needs.
- Compile a list of training resources which offer formal education, courses, seminars, workshops, and skills-based training sessions that meet the organization's development goals.
- Develop an annual "CLEA Employee Retention Plan" with CLEA management and School Administration to help create a healthy and collaborative work environment.
- Promote training opportunities to CLEA management and School Administration for their staff.
- Provide advice and recommendations to CLEA management on workforce development goals.
- Lead all employee relation activities in areas outlined in the Employee Code of Conduct of the CLEA HR Policy Manual such as workplace investigations, grievances, termination of employment, off-duty conduct, lateral violence, etc.
- Other duties as assigned by CLEA management.

QUALIFICATIONS: EDUCATION AND EXPERIENCE

- Bachelor's degree or diploma from a recognized post-secondary institution with a major in Human Resource Management. A combination of relevant training and experience may be considered.
- Experience coordinating and implementing employee training and retention initiatives.
- Experience in the coordination of activities related to the employee grievance process.
- Experience implementing best practices for retention of staff.

- Knowledge of applicable legislation such as the Canada Labour Code as it pertains to the CLEA Human Resource Policy Manual.
- Demonstrated workplace conflict resolution skills.
- Knowledge of First Nation priorities at the community level.
- Valid Class 5 Driver's License and access to reliable vehicle.
- Travel as required.
- Fluency in Cree is a strong asset.

Interested applicants are invited to submit their resumé and cover letter (please identify the position title), along with 3 professional reference listings (including recent employer reference) to:

Human Resources
Cross Lake Education Authority
P.O. Box 370, Cross Lake, MB R0B 0J0
Email: hr@clea.mb.ca

We thank all who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Cross Lake Band members. Incomplete and late applications will not be considered.

Please visit our website at <https://crosslakeeducation.ca>