



# Saskatchewan Indian Gaming Authority

## Painted Hand Casino

### Yorkton



Job Title	# of Positions	Competition Number	Salary	Close Date
Human Resource Manager	1 Full Time	09-PHC-F&A-08R1	\$59,602- \$74,502 Per Annum	December 28, 2009

**Sharing Success.....**through the provision of superior gaming operations services. With gross revenues in excess of 100 million dollars annually, SIGA is Saskatchewan's largest and most successful employer of First Nations people. SIGA is currently looking for creative, motivated, passionate and energetic individuals to join the team.

#### Statement of Competencies

**Education:** Successful completion of a bachelor's degree specializing in Human Resources, Commerce, Business Administration, or a relevant combination of education, training and/or experience. A CHRP designation will be an asset.

**Experience:** Significant experience in all disciplines of human resources with a progressively responsible career in Human Resources. Considerable experience managing staff; maintaining budgets. Experience in JD Edwards software an asset. Gaming experience preferred.

**Knowledge:** Knowledge of SIGA's mission, vision, guiding principles and business values. Knowledge of and respectful of First Nations culture, values, beliefs, traditions and protocols. Knowledge of human Resources best practices, theories and principles. Knowledge of financial theories, principles and practices.

**Skills and Abilities:** Ability to effectively consult, interpret and provide consistently reliable and accurate information. Ability to plan, organize, present and communicate information clearly in a timely manner. Ability to focus service on developing long term customer relationships. Able to break down complex problems to each effective solutions. Able to use own enthusiasm and commitment to motivate and guide others to achieve results. Able to lead and manage resources to avoid obstacles and enhance human resources programs and services.

**Personal Suitability:** Positive attitude                      Results Orientated                      Initiative  
Confidentiality                                      Ethics and Values                                      Stress Tolerance/Resistance

**Conditions of Employment:** Must consent to a background check in order to qualify for a Gaming License. Must obtain and maintain a gaming employee certification of registration from the Saskatchewan Liquor and Gaming Authority (SLGA) . Must be 19 years of age or older.

**Other Information:** Must be able to work evening and weekend work as required. Must be able travel to attend meetings, etc. Must have a valid driver's license. Ability to work in an environment that is exposed to tobacco smoke and high noise levels.

**Main Duties:** Reporting directly to the Operations Manager, the Human Resources Manager is responsible for developing, managing, and planning the unit's human and financial resources to ensure timely and successful delivery of human resource services to managers and employees; Incorporating strategic human resource planning processes and concepts with the delivery of human resource services to managers and employees; Designing, analyzing, assessing and developing human resource planning, programs, and services within a framework that is strategically aligned with the SIGA's mission, vision and values; Ensuring the appropriate Human Resources support is provided in the areas of recruitment, staffing, performance management, job evaluation, and workforce planning.

SIGA offers a competitive compensation and benefits plan. Preference will be given to qualified First Nations persons (Human Rights Exemption # E95-29). Consideration will be given to those submitting an updated resume and cover letter quoting competition:

#### 09-PHC-F&A-08R1 Human Resource Manager

Mail resume to:  
Saskatchewan Indian Gaming Authority  
Human Resources Department  
250-103C Packham Avenue  
Saskatoon , Saskatchewan S7N 4K4

Fax to:  
(306) 477-7504

Email to:  
SIGA\_HR@sig.sk.ca



We thank all applicants and wish to advise that only those individuals that have been selected for an interview will be contacted.