

Human Resources Advisor

Date Posted: July 18, 2024

Location: Goliath Gold Complex (near Dryden, ON)

Work Arrangements: Site-based, in-office

Reference #: 2024-011

Position Status: Full-time Permanent

Schedule: Monday to Friday, 7am – 3pm CST

Who We Are:

NexGold Mining Corp. is a growth-oriented, gold-focused company with assets in Canada and interests in the United States. We're focused on the development of near-term projects, including the advancement of our flagship property, the Goliath Gold Complex. With the completion of a NI-43101 Technical Report and Prefeasibility Study in 2023, the Goliath Gold Complex has the potential to be Canada's newest gold mine. The Complex is located close to the beautiful city of Dryden, ON, a well-appointed community with all the amenities for raising a family and an outdoors person's dream with fishing, hiking, biking, and skiing at its doorstep.

The Opportunity:

Based at Goliath Gold Complex office near Dryden, ON, we currently have an exciting opportunity for a Human Resources Advisor to join our NexGold team, reporting to Human Resources Manager or designate.

The Human Resources Advisor will provide operational and advisory support to employees and leaders to enable high performing teams and contribute to business success. With an emphasis on creating positive employee experiences, the Human Resources Advisor will implement HR programs across the full employee lifecycle. Throughout their work, the Human Resources Advisor will ensure alignment with Company goals and compliance with department policies. This fast-paced role calls for a positive, detail-oriented, and resourceful professional who prioritizes safety and is dedicated to fostering a work environment focused on continuous improvement and learning.

NOTE: *There is a unique opportunity available for the Human Resources Advisor to take on a **temporary acting assignment as the Human Resources Superintendent** to provide maternity leave coverage for the Human Resources Manager, anticipated between November 2024 and November 2025. The incumbent must be capable of stepping up to this temporary assignment, and they will return to their Human Resources Advisor position upon the return of the Human Resources Manager. The Human Resources Superintendent will temporarily report to the Vice President of HR & Sustainability at our Corporate office.*

Key Responsibilities:

Employee Relations and Communications:

- Provide day-to-day HR support for the Goliath Gold Complex and serve as a primary contact for HR employee inquiries
- Attend crew meetings to share HR communications, foster strong relationships, and address employee questions/concerns promptly to nurture trust
- Provide advice to employees and leaders on HR policies, programs, employment legislation, and best practices while ensuring consistent delivery of HR services aligned with Company strategy and department processes
- Support the implementation of employment and training-related aspects of Impact Benefit Agreements negotiated throughout the life of mine and assist with compliance reporting
- Develop collaborative relationships with supervision to understand day-to-day business needs and challenges, and actively flag opportunities to improve processes and business outcomes
- Contribute to the periodic review of HR policies and programs, incorporating employee feedback and legislative changes as appropriate and supporting change management
- Support leaders to proactively manage and resolve workplace concerns, partnering with the Community Relations team where needed
- Conduct workplace investigations as necessary to maintain a safe and positive work environment, escalating complex issues to the Human Resources Manager as appropriate

Talent Acquisition:

- Conduct full-cycle recruitment for general and supervisory-level positions, including job posting, screening, developing interview materials, participating on interview panels, checking references, and preparing recommendations for hire

- Support aspects of the talent acquisition process for managerial-level positions
- Represent the HR team at career fairs, industry events, and community engagement initiatives
- Partner with the Community Relations team to maximize employment opportunities for local municipalities and Indigenous communities
- Coordinate candidates' pre-employment requirements, including arranging medical assessments and criminal background checks where required
- Contribute to employer branding and mining industry awareness initiatives

Onboarding:

- Coordinate the new hire onboarding process, including sending relevant information to new hires, collecting documents, arranging PPE, conducting onboarding presentations, and monitoring completion of HR training requirements
- Prepare organizational announcements
- Administer employee Relocation Agreements and support work permit/immigration applications as needed

Talent Management:

- Implement the Performance Management and Development program, enabling supervision to foster an environment of coaching, mentoring and developing people to reach their full potential in alignment with Company priorities
- Assist with the implementation of supervisor and leadership development programs, and succession planning initiatives in alignment with the workforce plan
- Implement the Corrective Action Policy, enabling supervision to correct individual behaviour and support employees in learning and improving
- Support the planning and implementation of pre-employment training programs and apprenticeship programs
- Track and ensure employee compliance with HR-led training and development requirements

Total Rewards:

- Support the processes for salary reviews and administer bonus and equity programs
- Develop compensation recommendations for new hires and internal appointments based on internal and external analyses
- Maintain compliance with Hours of Work and Overtime Averaging Agreements
- Administer benefit enrolments, changes and terminations in collaboration with Payroll Coordinator, explain benefit programs, and assist employees with accessing benefits platforms

Employee Engagement:

- Design, implement and participate in initiatives aimed at enhancing employee engagement and reinforcing a culture that reflects our Company values
- Proactively support and deliver diversity, equity, and inclusion programs
- Facilitate new hire check-ins, stay interviews and exit interviews
- Monitor the employee experience throughout the site operations to identify issues and opportunities, recommend ideas and take action

Wellness, Attendance Support, and Disability Management:

- Coordinate employee wellness initiatives that foster a positive and healthy work environment
- Coach and influence leaders on attendance support and disability management matters with an emphasis on early intervention, partnering with the Community Relations team where needed
- Implement the Disability Management program, including coordinating requests for medical information, facilitating return-to-work meetings, and creating job accommodation plans
- Coordinate WSIB claims for workplace injuries and/or illnesses and enable leaders to comply with incident reporting procedures, investigations, and legal responsibilities
- Administer the Sick Leave Policy and applications for long-term disability benefits where needed
- Implement the Drug & Alcohol program, including providing guidance on testing requirements and making referrals to substance abuse professionals where appropriate
- Implement the Accessibility Policy and support the completion of reporting requirements
- Work collaboratively with internal and external stakeholders, including the Health & Safety team, medical practitioners, and insurance providers
- Escalate complex attendance support, disability management, and drug & alcohol results to Human Resources Manager

Human Resources Information System (HRIS) Management:

- Enable leaders to complete HR forms accurately and timely for processing
- Review and process entries in HRIS/Payroll system as related to the employee life cycle (ie. hire, position change, demographic information change, leave of absence, termination)
- Verify entries completed by the Payroll Coordinator (ie. vacation, leaves of absence, overtime, statutory holidays)
- Facilitate the resolution of payroll concerns, escalating issues to the Payroll Coordinator or HR Manager as necessary
- Support the implementation of HR-related software programs and HRIS or ERP systems

Employee Records and Reporting:

- Prepare written HR correspondence (ie. employment agreements, change letters, confirmation of employment) and ensure documentation meets legal and audit requirements
- Maintain HR templates and internal standard operating procedures
- Collect and analyze HR data to support decision-making, including reporting on key HR metrics
- Prepare reports and presentations for various internal and external stakeholders
- Maintain digital HR and Payroll filing systems and make HR-related updates to the Company intranet (SharePoint) in compliance with document retention practices

Other:

- Demonstrate a personal commitment to Safety, Health and Environmental responsibilities
- Mentor and guide Human Resources Co-op Students, including the delegation and review of work where applicable
- Occasional regional travel (ie. day trips to communities surrounding the Goliath Gold Complex)
- Additional responsibilities or tasks as reasonably assigned

What You Bring:***Must-Haves***

- Degree or diploma in Human Resources or related field from a recognized post-secondary institution
- Minimum of 4 years of experience in a Human Resources Generalist or similar-level role with exposure to various aspects of the employee lifecycle
- Comprehensive understanding of Ontario employment standards, human rights, accessibility, and occupational health & safety-related legislation
- Experience with HRIS entries and reporting functions, and using a variety of software applications such as Microsoft Office Suite, Canva, Adobe Pro, and DocuSign
- Excellent interpersonal and collaboration skills for team-based working
- Self-motivated with the ability to prioritize and execute multiple concurrent tasks
- Analytical with exceptional attention to detail
- Excellent written and verbal communication skills, including comfort with presenting to groups
- Ability to influence others through explanation of policies, programs, and best practices
- Ability to work independently with general supervision
- Curiosity and creativity with a willingness to take initiative, research, and recommend solutions
- Strong service orientation with the desire to go above and beyond
- High level of integrity in handling confidential information and sensitive situations with respect
- Valid driver's license (Ontario "Class G" or equivalent)

Ideally

- HR professional designation (CHRP or similar) or willingness to pursue such designation
- Workplace investigations training and experience
- Previous experience in a mining or industrial environment
- Cross-cultural awareness with an understanding and sensitivity of the challenges associated with differences in cultural and economic backgrounds
- Experience in implementing a new or updated HRIS or ERP system

What We Offer:

- Attractive compensation package with base salary and eligibility for discretionary bonus programs
- Company-paid benefits coverage (health, dental, vision, out-of-country, employee & dependent life insurance, AD&D)
- Employee & Family Assistance Program
- Disability insurance plan
- Competitive vacation entitlements with access from Day 1
- Training and career development opportunities

Send resumes to: careers@nexgold.com

NexGold Mining Corp. welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.