

## EMPLOYMENT OPPORTUNITY

### Human Resource Specialist (6 month term)

*Baile nan Gàidheal | Highland Village is Nova Scotia's Provincial museum and folk life centre for Gaelic language and culture. It is part of the Nova Scotia Museum, operated locally by the Nova Scotia Highland Village Society. Each year, Nova Scotians, and visitors to Nova Scotia, engage with Baile nan Gàidheal for transmission and experiential presentation of the culture, language, and identity of Nova Scotia Gaels, by way of first person (role playing) animation, special programs, workshops, hands-on activities, and community outreach and leadership. The site is also in the midst of a significant site renewal project which includes new and renovated buildings and new interpretive exhibits.*

The Nova Scotia Highland Village Society is seeking a Human Resource Specialist (term position) to develop a new human resource framework to better support the operations of Baile nan Gàidheal | Highland Village, and the strategic plans and initiatives that will guide its growth. Specific deliverables include:

- Revised organizational chart including identification of new positions and changes to current positions
- Strategies and actions for implementing a new organizational framework and staffing changes
- Succession planning strategies for management positions and key skills at risk
- Enhanced HR tools – policies, job descriptions, contracts, performance management template
- Recommendations for enhancing remuneration and benefits
- Partnership opportunities to support HR development strategies

Applicants should have demonstrated experience in human resource management (min 6 years) including developing, implementing and managing people; a Bachelor's degree in Human Resources, a related field or equivalent years of work experience; familiarity with employment laws and government regulations; ability to analyze, interpret and apply various laws, policies and procedures; ability to maintain confidentiality and handle employee issues with sensitivity; and basic computer skills, i.e. word processing, e-mail, internet, etc. Preference will be given to individuals with CHRP certification and/or human resource experience in a museum or cultural field.

This is a full-time term position (6 months starting November 2021). Salary range is \$2,500 to \$3,075 biweekly.

- We support workplace diversity that is representative of the people we serve. We welcome applications from all candidates including (but not limited to) Black, Indigenous, People of Colour (BIPOC), Persons with Disabilities and LGBTQ2+ individuals. If you identify as a member these equity groups, you are encouraged to apply and may self-identify on your application if desired.
- Offers of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer.
- We thank all applicants for their interest, however, only those selected for an interview will be contacted.

To apply, send a resume and cover letter to Director, Baile nan Gàidheal | Highland Village, 4119 Highway 223, Iona, NS, B2C 1A3; fax (902) 725-2227; or e-mail [rodney.chaisson@novascotia.ca](mailto:rodney.chaisson@novascotia.ca) Please ensure you demonstrate in your application how you meet the above qualifications. **Applications must be received no later than 4 pm on Wednesday, October 27, 2021.**