



EMPLOYMENT OPPORTUNITY

Department/Unit: Administration	Position: Director of Human Resources	Employment Type: Full-Time	Salary: \$80,000 - \$120,000
---	---	--------------------------------------	--

Position Summary

Brokenhead Ojibway Nation is seeking a dynamic, people-focused Human Resources Director to lead and strengthen our workforce. Reporting to the Chief Administrative Officer (CAO), the HR Director will provide strategic leadership in all areas of human resources while ensuring alignment with BON's values, priorities, and long-term vision.

This role is responsible for building a strong, respectful, and accountable workplace that supports employees and enhances services to the community. The HR Director will lead HR strategy, policies, and programs that promote recruitment, retention, employee wellness, and organizational effectiveness.

Key Responsibilities

Strategic Leadership

- Develop and implement BON's Human Resources strategy aligned with community priorities and organizational goals
- Advise CAO on HR matters, workforce planning, and organizational development
- Lead HR initiatives that support a healthy, inclusive, and culturally grounded workplace

Human Resources Operations

- Oversee all HR functions including recruitment, onboarding, performance management, employee relations, and offboarding
- Ensure HR policies and procedures are current, fair, and compliant with applicable legislation and best practices
- Maintain and strengthen HR systems, processes, and reporting

Recruitment & Retention

- Lead recruitment strategies that prioritize community members while attracting qualified candidates
- Support departments in hiring, workforce planning, and succession planning
- Develop retention strategies that promote employee engagement and satisfaction

Employee Relations & Workplace Culture

- Provide guidance and support on employee relations, conflict resolution, and disciplinary processes
- Foster a respectful, safe, and culturally supportive workplace environment
- Promote wellness initiatives and supports for staff
- Knowledge of traditional ceremonial practices an asset
- Plan, coordinate, and oversee all staff engagement activities, including appreciation events, team-building sessions, meetings and seasonal celebrations

Performance Management & Training

- Lead performance evaluation processes and support managers in coaching and development
- Identify training needs and coordinate professional development opportunities
- Support leadership development across the organization

Policy, Compliance & Governance

- Ensure compliance with applicable employment legislation, funding requirements, and BON policies
- Lead the development and review of HR policies, procedures, and employment standards
- Support audits, reporting, and risk management related to HR

Compensation & Benefits

- Oversee compensation structures, job evaluations, and benefits administration
- Ensure equitable and competitive compensation practices
- Support payroll coordination and benefits management

Qualifications & Experience

- Post-secondary education in Human Resources, Business Administration, or related field (CHRP and/or CHRL designation is an asset)
- Minimum 5 years of progressive HR experience, including leadership roles
- Experience working in a First Nation or Indigenous organization is a strong asset
- Strong understanding of both provincial and federal employment legislation and HR best practices in Canada
- Experience developing policies, managing employee relations, and leading teams

Skills & Competencies

- Strong leadership, decision-making, and problem-solving skills
- Excellent communication and interpersonal skills
- Ability to maintain confidentiality and handle sensitive matters with professionalism
- Cultural awareness and respect for First Nation governance, traditions, and values
- Ability to build trust and positive relationships across all levels of the organization
- Organized, strategic thinker with strong attention to detail

Successful candidate must submit to a pre-employment drug test and future random drug testing.

Application Deadline: Open Until Filled

Please submit resume, cover letter and three (3) references, including recent or current employer to:

Human Resources Department
Brokenhead Ojibway Nation
Box 180
Scanterbury, MB R0E 1W0
hr@brokenheadojibwaynation.com
Fax: (204) 766-2021

We thank all who apply and advise only those selected for further consideration will be contacted.