



JOB POSTING

DIRECTOR OF HUMAN RESOURCES

About Us:

We are the Michisaagiig of Hiawatha First Nation, a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life. Our community is located on the beautiful north shore of Rice Lake, located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON.

Our values grow from the culture from which we are born into and live with, and our beliefs and attitudes emerge from our values. As Miississaugii people from the Mississauga Nation, we try to live a healthy way of life “Mino Bimaadizin” through the teachings passed down from ancestors. These teachings include 7 Grandfathers given to us by the Creator. Hiawatha is an employer that is guided by these values and prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

About the Role:

Reporting to the Executive Director and with the support of the Human Resources Coordinator, the Director of Human Resources (DOHR) is an experienced leader and trusted advisor that fosters a values driven workplace culture, applying best practices and effective management of human resources. The DOHR is forward thinking, collaborative and committed to organizational development aligned to the strategic direction of leadership and community.

Starting Salary Range: \$97,650-\$103,100 (based on qualifications)

Key Responsibilities:

Employee Relations & Performance Management

- Act as a trusted advisor on performance management, disciplinary actions, conflict resolution and workplace investigations.
- Provide expert guidance on employee relations and workforce management.
- Proactively identify HR risks and implement strategies to mitigate employee relations challenges.
- Champion a values driven culture through collaboration and Indigenous practices.

Strategic HR Planning & Compliance

- Collaborate and align policies, procedures and practices with the First Nation’s strategic goals and an anti-oppressive lens while maintaining compliance with employment legislation.
- Support the development of work practices that enhance efficiency, inclusivity, safety

and employee engagement.

- 🔥 Provide quantitative and qualitative data analytics and reporting to support workforce planning, retention strategies and enhance employee wellbeing.

Talent Acquisition & Retention

- 🔥 Develop strategic workforce plans that aim to attract, retain and develop staff while enhancing career opportunities for community members.
- 🔥 Develop, implement and evaluate programs aimed to increase retention.
- 🔥 Review, revise and create policies and procedures aimed to enhance recruitment, selection and onboarding.
- 🔥 Drive employer branding initiatives to position the company as an employer of choice.

Compensation, Benefits & Total Rewards

- 🔥 Manage and continuously improve compensation structures, benefits programs and reward initiatives to maintain competitiveness and enhance employee satisfaction.
- 🔥 Analyze compensation trends, job evaluation methods and ensure equitable pay practices across all levels of the organization.
- 🔥 Oversee payroll and benefits administration in collaboration with the Finance department.

Employee Development & Experience

- 🔥 Develop and implement learning and development programs that enhance abilities, skills and knowledge.
- 🔥 Drive employee engagement initiatives, including recognition/reward programs.
- 🔥 Oversee performance management programs, including goal-setting and performance reviews that are unbiased, objective, strengths based and wholistic.
- 🔥 Identify and implement career development pathways and growth opportunities.
- 🔥 Facilitate conflict resolution processes, employing effective long term outcomes to address and resolve workplace disputes, promoting a harmonious work environment.

Employee Wellbeing

- 🔥 Enhance employee wellness programs, incorporating Indigenous wellbeing practices alongside western approaches.
- 🔥 Oversee occupational and non-occupational disability management programs.
- 🔥 Ensure employee health and safety is paramount with relevant risk assessments and safety plans in place.

Administration

- 🔥 Assist in service/human resource planning and budget preparation.
- 🔥 Monitor and report on the usage and costs of employee benefits
- 🔥 Overseeing the tendering process for employee benefit plans and programs.
- 🔥 Oversee the administration of all employee information, ensuring privacy and confidentiality measures are in place and adhered to.

Education & Experience:

- 🌟 Post secondary education in Human Resources, Business Administration, or other relevant program combined with a minimum of 3 years' experience in a human resources management role with similar oversight and responsibilities. An equivalent level of education and experience may be considered.
- 🌟 A solid understanding of and sensitivity to the experiences of First Nations peoples in Canada.
- 🌟 Experience working in a First Nations environment is an asset.
- 🌟 Certified Human Resource Designation (CHRP/CHRL/CHRE) is an asset.
- 🌟 Valid Driver's License and reliable transportation is an asset.
- 🌟 Must provide an acceptable CPIC.

Knowledge, Skills and Abilities:

- 🌟 Strong understanding of HR best practices, employment law, and regulatory compliance.
- 🌟 Knowledge of working in a First Nations setting and culturally competent within an Indigenous context.
- 🌟 Thought leadership, strategic thinking, analytical and problem-solving capabilities.
- 🌟 Excellent oral and written communication skills.
- 🌟 Strong collaboration capabilities and ability to engage others to work towards a shared vision and goals.
- 🌟 Effective administrative skills and technical aptitude.
- 🌟 Ability to maintain strict confidentiality and build trust and rapport with elected representatives, staff and community members.

Application Process:

Please forward your resume and cover letter via email to Lori Anne Stanger, Director of Operations at doo@hiawathafn.ca by **May 25, 2025 at 11:59 pm**.

For more information or a detailed job description, please contact Zachary Friar at (telephone) 705-295-4421 ext. 209 or (email) hr@hiawathafn.ca.

Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted. Late applications will not be considered.

We are committed to an inclusive and barrier-free environment for all of our candidates and employees. Should you, at any time, have an accessibility need, please contact Zachary Friar, HR Coordinator via telephone at 705-295-4421, ext. 209 or via email at hr@hiawathafn.ca.

In accordance with Canada's Indigenous Employment Preferences policy, preference will be given to Indigenous candidates.