



Pasqua FIRST NATION

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INVITES APPLICATIONS FOR THE FOLLOWING POSITION:

HUMAN RESOURCE MANAGER

Pasqua First Nation is seeking an experienced and dedicated Human Resources Manager to lead and support the organization's human resource functions. Reporting to the Director of Operations, the Human Resources Manager will provide strategic and operational leadership in all areas of human resources while fostering a positive, respectful, and culturally supportive work environment.

Position Summary

The Human Resources Manager is responsible for the development, implementation, and management of HR programs, policies, and practices that support Pasqua First Nation's goals and objectives. The successful candidate will oversee recruitment, employee relations, performance management, training and development, policy administration, compensation, and workplace health and safety.

The Human Resources Manager will promote organizational effectiveness while ensuring compliance with applicable employment legislation and First Nation policies.

Key Responsibilities

Human Resources Leadership

- Provide leadership and guidance on all human resource matters.
- Develop, implement, and maintain HR policies, procedures, and best practices.
- Advise management on employee relations, performance management, and workplace concerns.
- Support organizational planning and workforce development initiatives.

Recruitment and Retention

- Oversee recruitment and selection processes.
- Develop job descriptions and employment contracts.
- Coordinate onboarding and orientation programs.
- Implement employee retention and engagement strategies.



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Employee Relations

- Provide advice and support regarding employee performance, attendance, conduct, and workplace issues.
- Facilitate conflict resolution and employee investigations as required.
- Promote a respectful, inclusive, and culturally safe workplace.

Training and Development

- Identify organizational training needs.
- Coordinate staff development and professional learning opportunities.
- Support succession planning and leadership development initiatives.

Compensation and Benefits

- Administer employee leaves and related programs.
- Participate in compensation reviews and salary administration.
- Ensure accurate employee records and HR reporting.

Health and Safety

- Support workplace health and safety initiatives.
- Ensure compliance with applicable occupational health and safety requirements.
- Participate in safety planning, incident reporting, and risk management activities.

Compliance and Administration

- Ensure compliance with employment legislation, privacy requirements, and organizational policies.
- Maintain confidential personnel records and HR documentation.
- Prepare reports, recommendations, and presentations for leadership and Council as required.



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Qualifications

Education

- Degree in Human Resources Management, Business Administration, or a related field.
- CPHR designation or eligibility for designation is considered a strong asset.

Experience

- Minimum of 5 years of progressive human resources experience.
- Minimum of 2 years in a supervisory or management role.
- Experience working within a First Nation, Indigenous organization, public sector, or community-based environment is preferred.

Knowledge, Skills, and Abilities

- Strong knowledge of human resource management principles and employment legislation.
- Experience in recruitment, employee relations, policy development, and performance management.
- Excellent leadership, communication, and interpersonal skills.
- Strong organizational and problem-solving abilities.
- Ability to handle confidential and sensitive information with professionalism and discretion.
- Proficiency in Microsoft Office Suite and HR information systems.
- Knowledge and appreciation of First Nations cultures, traditions, and governance structures.

Requirements

- Valid Saskatchewan Class 5 Driver's License.
- Satisfactory Criminal Record Check.
- Commitment to maintaining confidentiality and professionalism.



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To Apply: Please submit a cover letter, resume, and three (3) references to: hr@pasquafn.ca

Candidates will be shortlisted for interviewing.

The Pasqua First Nation relies on the Saskatchewan Human Rights Code to give preference in employment for this position. Citizens of Pasqua First Nation are encouraged to apply.

Closing Date: Open Until Filled