



Snuneymuxw

First Nation

www.snuneymuxw.ca

JOB POSTING

HUMAN RESOURCES DIRECTOR

Permanent Full-Time

\$118,000 – \$127,000 per annum

ABOUT SNUNEYMUXW FIRST NATION

Snuneymuxw First Nation is one of the largest Nations on Vancouver Island with a population of approximately 2,000 people. We are one of the few Nations that have a pre-Confederation treaty with the Crown – the Sarlequun Snuneymuxw Treaty of 1854.

Snuneymuxw First Nation upholds the *One Canoe Family* model that incorporates a cultural approach to service delivery following traditional practices of the Snuneymuxw. In the Coast Salish culture, those that are in the canoe with you are family; you trust each other and take care of each other. Snuneymuxw First Nation (SFN) people believe there is a vital interconnection between individual success and the success of the collective whole. Canoe Families collectively hold knowledge, expertise and resources. There are five guiding principles for a Canoe Family:

1. We all pull together and support each other.
2. There is to be no abuse of self or others.
3. Be flexible.
4. The gift of each enriches all.
5. Every stroke we take is one less we have to make.

WHAT'S IN IT FOR YOU?

We offer a dynamic, culturally rich Indigenous work environment, competitive compensation package and more!

- Registered Pension Plan – Employer matched contributions
- Group Health & Dental benefits
- Competitive Compensation
- Generous leave provisions supporting work-life balance



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JOB SUMMARY

The Human Resources (HR) Director will be responsible for all aspects of human resources management ensuring a positive and productive work environment, compliance with regulatory requirements and the provision of employee programs that align with SFN's values and mission. The Director will foster a respectful, inclusive and culturally mindful workplace that supports the values and traditions of the community.

DUTIES & RESPONSIBILITIES

As the HR Director, you will be responsible for the following duties:

- Develop and implement HR strategies, programs, and systems that promote and foster employee engagement and accountability as aligned with the Nation's strategic goals and cultural values.
- Manage and provide leadership to the HR team, fostering a high performing team dedicated to reliable and responsive delivery of service.
- Anticipate, plan and implement employee solutions to address emerging opportunities, trends and challenges.
- Oversee the recruitment, selection and onboarding processes, ensuring the attraction and retention of talented individuals, with a focus on community member employment.
- Develop, administer and monitor compensation and benefits programs to maintain equitable competitive total rewards packages.
- Implement performance management systems to ensure high performance and continuous improvement across the organization.
- Manage employee relations, including performance management, conflict resolution, investigations, and appropriate disciplinary actions.
- Develop and maintain HR policies, procedures and informational resource materials in accordance with legislative and employee needs.
- Manage and promote Occupational Health, Safety and Wellness programs to ensure compliance with legislative requirements and a safe and respectful workplace.
- Create, maintain and deliver professional development programs to all levels of the organization including employee and leadership professional development and succession planning.
- Act as a trusted advisor, providing professional guidance and advice to SFN executive, managers and supervisors.
- Administer ADP HRIS technology, focusing on the design, implementation, maintenance, and data integrity of the software to support HR operations and strategic decision-making.
- Develop and maintain appropriate fiscal controls acting as the gatekeeper for HR related budget expenditures throughout the organization. Manage the HR Departmental budget.
- Ensure compliance with the Canada Labour Code, WorkSafe BC, Human Rights and other applicable legislation and regulations.



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- Promote a positive organizational culture that reflects our commitment to Snuneymuxw values, community, culture, respect, and inclusivity.
- Other duties as assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Bachelor's degree or Post-Graduate Certificate in Human Resources, Business Administration, or a related field (Master's degree preferred), with the equivalent combination of education and experience considered.
- 7+ years of progressive HR experience, with at least 3 years in a leadership role.
- A proven track record of developing and implementing strategies, best practices and programs that advance progressive HR practices in an organization.
- Previous experience working in a fast-paced environment with competing priorities.
- Experience working with First Nation communities or a demonstrated keen interest in learning the culture.
- Experience working with ADP HRIS/HRMS preferred.
- Training in trauma-informed practices is an asset.
- Certificates in areas of Human Resources such as conflict resolution, mediation, conducting investigations, health & safety are considered an asset.
- Current First Aid Level 1 or higher training an asset.
- CPHR certification is an asset.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- A proven leader with an ability to develop productive and positive relations with internal and external stakeholders, as well as a high performing HR team.
- An ability to manage and adjust priorities in a complex and fast changing environment while ensuring quality and continuity of service delivery.
- Exceptional interpersonal skills with an ability to collaborate and partner with leaders at all levels of the organization to achieve strategic outcomes.
- Strategic thinker with the ability to think critically and creatively, and make data-driven decisions that drive organizational change.
- Experienced, engaging presenter and trainer.
- High proficiency with HRIS technology, preferably with ADP.
- Proven history of fiscal responsibility, including an ability to manage budgets, analyze data, prepare cost projections, and mitigate financial risk.
- A solid track record of high integrity coupled with a commitment to strong ethical approaches and practices.



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WILLINGNESS STATEMENTS

1. Must be able to obtain and maintain a satisfactory Criminal Records Check
2. Must be able to maintain the highest level of confidentiality in performing duties and demonstrate personal attributes of integrity, respect, trust, honesty, compassion and accountability.
3. Must be able to work effectively in a variety of settings and in a cross/cultural situation and be knowledgeable of the services available in the community.
4. Must demonstrate strong morals and ethics.
5. May be required to work additional hours to meet operational needs when necessary.
6. Must conduct themselves in a friendly, courteous, and professional manner.
7. Must show a positive and helpful attitude and demonstrate to be trustworthy, dependable, and punctual in all workplace activities.

Candidates who connect with Snuneymuxw First Nation's cultural approach and dynamic work environment are encouraged to submit a cover letter and resume to the following:

HR@snuneymuxw.ca

APPLICATION DEADLINE: This position will be open until a suitable candidate is selected.

Applicants are encouraged to apply in a timely manner as the hiring process will commence upon receipt of qualified applicants.

Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

Achievement	Deliver what matters Ensure clarity of direction and unity of purpose Inspire excellence and strive for outstanding results
Collaboration	Work together to build successful teams and partnerships Be open, inclusive and share knowledge See, provide, and act on feedback
Community Commitment	Know our community and put them first Listen to and understand community needs Be responsive, close the loop and deliver on promises
Integrity	Own your actions, successes, and mistakes Act with transparency, honesty, and respect Do what you say you will do
Innovation	Look for ways to improve and create positive change Think broadly and take a wider viewpoint Be responsive to new ideas and opportunities