



● EMPLOYMENT OPPORTUNITY ●

The Western Cree Tribal Council is seeking an individual to fill the position of:

HUMAN RESOURCES MANAGER

About WCTC: The Western Cree Tribal Council (WCTC) is a dynamic organization committed to promoting the well-being and prosperity of our member First Nations. We are currently seeking a dedicated and experienced Human Resources Manager to join our team and contribute to our mission of advancing the HR initiatives and growth of our Tribal Council.

Job Overview: The Western Cree Tribal Council (WCTC) is seeking a dynamic and experienced Human Resource Manager to join our team. Reporting to the CEO, the Human Resource Manager will play a pivotal role in shaping and executing our HR strategy. This position encompasses a wide range of responsibilities, including HR operations, talent acquisition, employee relations, compensation and benefits, performance management, training and development, and HR policy development. We are looking for a visionary leader who can drive HR initiatives that align with our organizational goals and foster a positive and inclusive work culture.

Primary Duties & Responsibilities: As the Human Resources Manager, you will be responsible for:

- **HR Strategy and Planning:** Develop and execute HR strategies that align with WCTC's business objectives. Collaborate with the CEO and Director of Finance to identify HR priorities and initiatives supporting organizational growth. Manage the HR budget effectively, ensuring resource allocation for maximum impact. Stay updated on industry trends and best practices to maintain current and effective HR policies and practices.
- **Talent Acquisition and Management:** Oversee the full recruitment life cycle, ensuring a diverse and inclusive workforce. Develop strategies for attracting and retaining top talent. Implement performance management programs to drive employee growth and development.
- **Employee Relations and Engagement:** Foster a positive work environment through open communication, collaboration, and respect. Handle employee relations matters, ensuring fair and consistent resolutions of issues and grievances. Develop and implement employee engagement initiatives, including recognition programs, surveys, and team-building activities. Responsively address questions and concerns from both the CEO and all WCTC employees.
- **Compensation & Benefits:** Oversee the design, implementation, and administration of compensation and benefit programs. Conduct regular market research to maintain competitive compensation and benefits offerings.
- **Compliance & Policy Development:** Ensure compliance with all employment laws, regulations, and industry standards. Represent the organization in HR-related legal matters. Develop and update HR policies and procedures to reflect best practices and legal requirements. Act as the primary liaison for Worker's Compensation, disability/leave of absence management, and return-to-work programs as needed.
- **Training and Development:** Identify and implement training and development needs at all levels of the organization. Support career development initiatives and succession planning. Deliver training presentations, content, and course materials. Coach and guide managers with their teams on people strategies.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field
- Extensive knowledge of HR best practices and legal requirements.
- Proven leadership abilities with a strategic mindset.
- Excellent communication and interpersonal skills.
- Strong analytical and problem-solving abilities.
- Minimum 3 years of experience in a similar HR management role.

How to Apply: If you are a highly motivated HR professional ready to contribute to the operational success of the Western Cree Tribal Council, please submit your resume, cover letter, references and clearances to executive.assistant@westerncree.ca. For more information, please contact Elaine Goodswimmer at (780) 532-3009. Please include "Human Resource Manager Application" in the subject line.

Applications will be accepted until a suitable candidate is found. We thank all applicants for their interest in WCTC; however, only those selected for an interview will be contacted.

WCTC is an equal opportunity employer, and we encourage applications from individuals of all backgrounds and experiences. We are committed to creating a diverse and inclusive workplace where all employees can thrive.