



BIGSTONE CREE NATION  
HUMAN RESOURCE DEPARTMENT

EMPLOYEMENT OPPORTUNITY

**PERMANENT FULL TIME HUMAN RESOURCE MANAGER**

**Position Summary:**

Reporting to the Bigstone Cree Nation Executive Director, the Human Resources Manager provides management, consultation, interpretation, guidance, coordination, facilitation and administration and policies, systems, processes and practices that support the Bigstone Cree Nation Human Resource Department.

**Duties:**

- Evaluate, implement and manage policies and procedures to ensure compliance with Canada Labour Code and reflect our values, vision and strategic plan, ensuring consistency and equity of administration.
- Support and facilitate the recruitment, retention, professional development, performance management and succession processes.
- To maintain human resource files; personal privacy and confidentiality meeting all legislated requirements.

**Training, Education and Experience:**

- Bachelor degree and/or Business Administration in Human Resources or combination of relevant experience and education.

**Knowledge, Skills and Qualifications:**

**Communication:** Business Communication (Reading and Writing skills); Public Speaking and Written and Oral Communication,

**Interpersonal:** Time Management, observation, understanding, caring, compassion, persistent

**Adaptability and flexibility:** Resourceful to seek creative solutions; Problem solving skills; analytical abilities

**Interpretation:** Perception, discernment, judiciousness, fairness, honesty, integrity,

**Integrity/Ethics;** ability to consistently maintain a high level of confidentiality

First Nations and indigenous cultural, awareness and sensitivity is preferred; Knowledge of BCN culture, language, traditions and values would be an asset.

**Submit cover letter, resume, criminal record and vulnerable sector check to:**

Bigstone Executive Director  
Lot 85 Duran Trail/ Box 960 Wabasca AB, T0G 2K0  
Email: [lorna.auger@bigstone.ca](mailto:lorna.auger@bigstone.ca)  
Telephone: (780) 891-3836  
Facsimile: (780) 891-3888

**Posted: November 16, 2022**

**Closing Date: November 30, 2022**

*Thank-you in advance to all the applicants. Only applicants that meet the criteria will be contacted for an interview.*