



**Bigstone Cree Nation – Human Resources
Box 960
Wabasca, AB T0G 2K0**

PERMANENT FULL TIME HUMAN RESOURCES MANAGER

POSITION SUMMARY:

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

DUTIES:

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

TRAINING, EDUCATION AND EXPERIENCE:

- Bachelor degree and/or Human Resources Diploma in Human Resources and/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, compassionate, 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 culture, awareness and sensitivity is preferred; Knowledge of Bigstone Cree Nation culture, language, traditions and values would be an asset.

Please submit cover letter, resume, criminal record and vulnerable sector check to:

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

Posted: November 28 ,2023

Until a suitable candidate is found

We thank all applicants for their interest. However, only those that meet the Qualifications will be notified for an interview.