



OCHAPOWACE NATION

Title: Human Resources Manager	Employment Status: Full-Time, Permanent
Reports to: Executive Director, Operations	Hours of Work: Works Undefined Hours
Location: Ochapowace Nation	Closing Date: Friday March 28th, 2025

Ochapowace Nation is seeking a dedicated, empathetic and strategic **Human Resources Manager** who values HR excellence and is committed to fostering a supportive and effective work environment.

What You Will Do: The Human Resources Manager is the heart of the organization, working as an integral part of the Ochapowace Nation management team. The Human Resources (HR) Manager reports directly to the Executive Director, Operations. The HR Manager is a strategic partner, responsible for driving and supporting the overall organizational culture that aligns with Ochapowace Nation values and principles. Responsible for providing timely advice, guidance, consultation, coaching, facilitation and coordination of a wide range of strategic and operational HR matters and delivering a full suite of HR services to support a proud, prosperous and sovereign First Nation.

Education and Experience:

- A Bachelor's degree in Human Resources or related field (an equivalent combination of education, training and direct Human Resources experience may be considered).
- Over five (5) years of direct experience working as a Human Resource Generalist managing people, services and budgets.
- A CPHR professional designation would be considered an asset.
- Experience working in a cross-cultural setting, land-based skills, and an understanding of the Cree language and traditions are desirable.

We are looking for:

- Deep knowledge of legislation, policies and processes governing all aspects of Human Resources.
- Knowledge of strategic, departmental and individual work planning processes including budgeting and human resources.
- Demonstrates a deep respect and understanding of First Nation values and traditions and integrating these into HR processes and team interactions.
- Strong leadership skills with experience in managing teams, fostering a positive workplace culture and inspiring high performance.
- Excellent interpersonal and communication skills with the ability to collaborate effectively across departments and teams.
- Analytical skills with a strategic mindset for problem-solving and decision making.
- High level of emotional intelligence, patience and integrity.
- Able to disseminate complex information in a meaningful way.
- Resourceful and organized with excellent time management skills.
- Tactful, diplomatic, ethical and handles sensitive information with confidentiality.
- Team oriented with a positive, approachable attitude.

Conditions of Employment:

- Valid Driver's License with a good driver's abstract history.
- Current (within six months) Criminal Record Check with completed Vulnerable Sector Search.
- Must meet and adhere to Ochapowace Nation's Drug and Alcohol policy.

Why Join Our Team?

Ochapowace Nation believes a rewarding career is not only good for our employees, but also leads to better outcomes for our citizens, workplace and the community. That's why we provide competitive total rewards including additional days off for First Nations observed holidays; 8 days off with pay at Christmas time; pension plan options with matching contributions ranging from 3% to 9%; generous leave programs; a comprehensive benefits plan and a competitive compensation package. Beyond compensation, you will have the opportunity to make meaningful connections and work on initiatives that make a real difference in people's lives.

How to Apply:

Please submit resume, vulnerable sector check along with three (3) references to: **Jasmine Thompson at EDO.Assistant@Ochapowace.ca by 4:30pm, Friday March 28th, 2025.** For a copy of the job description and competencies for this opportunity please contact Jasmine Thompson at the email provided.

Preference will be given to Ochapowace Members