



kakisiwew-ochapowace Nation

Title: Director, Human Resources	Reports to: Executive Director, Operations
Employment Status: Full-time, Permanent	Location: kakisiwew-ochapowace Nation

At kakisiwew-ochapowace Nation, our people are our greatest strength. Guided by nehiyaw values—wîcîhitowin (helping one another), tâpwêwin (honesty), tapahtêyimisowin (humility), manâcîhitowin (wisdom), and wâhkôhtowin (kinship)—we are committed to building strong, safe, and culturally grounded services for our citizens.

We are seeking a **Director, Human Resources** to provide senior leadership and stewardship over the Nation's people systems, workforce strategy, and organizational culture. This senior management role plays a critical part in supporting operational excellence, strengthening capacity, and ensuring that human resources practices are fair, transparent, legally compliant, trauma-informed, and grounded in nehiyaw ways of knowing and being.

What You Will Do: As Director, Human Resources, you will provide senior leadership and strategic direction for the Nation's people systems, workforce strategy, and organizational culture. Working closely with the Executive Director, Operations and senior management, you will guide all aspects of human resources—recruitment and staffing, compensation, benefits and classification, learning and development, performance management, employee relations, wellness, occupational health and safety, organizational design, human resource information system and policy stewardship—ensuring they are culturally grounded, legally compliant, trauma-informed, and aligned with kakisiwew-ochapowace Nation's values and long-term vision. Through balanced leadership rooted in wîcîhitowin (helping one another) and tâpwêwin (truth-telling), you will build a stable, high-performing, and values-aligned workforce that strengthens service delivery, governance, and the well-being of current and future generations.

Who You Are: You are a seasoned, values-driven human resources leader who understands that strong people systems are essential to sovereignty, service delivery, and community well-being. You bring both strategic vision and operational discipline, and you lead with humility, respect, and accountability.

You bring:

- A university degree in Human Resources Management, Business Administration, Public Administration, or a related field (or an equivalent combination of education and senior-level experience)
- Seven (7) to ten (10) years of progressively responsible HR experience, including senior management.
- Demonstrated experience leading a full-scope HR portfolio in a complex, multi-department organization
- Strong knowledge of federal employment legislation, labour relations, compensation, classification, wellness, occupational health and safety and HRIS.
- Experience implementing or overseeing an HRIS, including reporting, audit trails, and data governance.
- Experience working with First Nations governments, Indigenous organizations, or the public sector
- Strong analytical, leadership, and relationship-building skills.
- A trauma-informed, culturally grounded approach to leadership and people management.

Conditions of Employment:

- Successful completion of a Criminal Record Check and Vulnerable Sector Check.
- Valid Class 5 Driver's Licence, clear Driver's Abstract, and access to a reliable, insured vehicle.
- Adherence to kakisiwew-ochapowace Nation policies, Code of Conduct, and confidentiality requirements.
- Must successfully complete drug and alcohol testing prior to employment.

What We Offer: Working as the Director, Human Resources means helping shape a workplace rooted in miyo-pimâtsiwin (living a good life), where care, accountability, and culture walk together. You will join a committed senior management team working to strengthen operations, build capacity, and support a proud and resilient Nation. We offer a competitive salary and benefits aligned with kakisiwew-ochapowace Nation's Compensation Plan, along with meaningful opportunities for leadership growth, cultural connection, and community impact.

How to Apply: Please submit your cover letter, resume, proof of education, global references and Criminal Record and Vulnerable Sector Checks to: gaylene.henry@ochapowace.ca. **Deadline:** 4:30 p.m., February 20, 2026. This position will remain open until filled. For a copy of the full job description and competency profile, please contact Gaylene at the email address provided.

Thank you sincerely for your interest in serving kakisiwew-ochapowace Nation. Only those candidates who meet the required qualifications will be contacted for an interview.

Preference will be given to kakisiwew-ochapowace Nation Members.

Rooted in Culture. Guided by Kinship. Building our Future.