

# Leaders

INTERNATIONAL

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Executive Search



**Vice President of Human Resources**



# The Organization

The Saskatchewan Indian Gaming Authority (SIGA) was formed 25 years ago to improve the lives of First Nations people through the creation of employment, positive financial returns, and economic development opportunities within the gaming industry. SIGA casinos deliver entertainment and excitement, offering slot machines, live table games, electronic table games, live on-stage entertainment and food and beverage services. In 2021, SIGA will expand its online gaming and sports betting capacity in partnership with other provincial stakeholders.

SIGA employees provide a second-to-none customer service experience rooted in traditional First Nation hospitality and culture. Under The First Nations Gaming Act, 1995, the Federation of Sovereign Indigenous Nations, formerly the Federation of Saskatchewan Indian Nations Inc. (FSIN), created the Saskatchewan Indian Gaming Authority. Since 1996, SIGA has been incorporated under Saskatchewan's Non-Profit Corporation Act, 1995, with all profits returned to beneficiaries.

SIGA is guided by five principles that are based on traditional aspects of First Nations culture and are presented in the Cree language, which include:

- Tapwewin or speaking the truth
- Miyo-wecehtowin or getting along with others
- Pimacihowin is the importance of making a living
- Miskasowin is finding one's sense of belonging
- Witaskewin is living together on the land

SIGA's Central Office is located on reserve land in Saskatoon, and their casinos are located:

- The Bear Claw Casino & Hotel is on the White Bear First Nation near Carlyle
- Dakota Dunes Casino on the Whitecap Dakota First Nation near Saskatoon,
- Gold Eagle Casino on the Mosquito First Nation in North Battleford
- Gold Horse Casino on the Little Pine First Nation in Lloydminster
- Living Sky Casino on the Nekaneet First Nation in Swift Current
- Northern Lights Casino on the Peter Ballantyne Cree Nation in Prince Albert Painted Hand Casino on the Kahkewistahaw First Nation in Yorkton



## The Industry

SIGA currently ranks in Saskatchewan's top 30 companies, Canada's top 50 Best Workplaces, and one of the largest First Nations employers in Saskatchewan with over 1150 employees, 65% of which are of First Nations ancestry.

Recently, SIGA was awarded the contract to be the provincial operator of online gaming and sports betting sites in partnership with other provincial stakeholders and is excited to be adding these two revenue opportunities to its existing portfolio. The new site is expected to launch in 2022. With both its existing and new streams of revenue coming onboard, SIGA will continue to evolve for the ever-changing gaming industry while still being focused on its mission of strengthening the lives of First Nation people through employment, economic growth, positive community relations, and achieving financial self-reliance.

Visit [sig.ca](https://sig.ca) to learn more about the organization.





## The Role

Reporting directly to the President and Chief Executive Officer, with accountabilities to the Governance HR & Ethics Advisory, the Vice President of Human Resources (VPHR) leads the strategic direction for all human resources within the organization. Additionally, the VPHR will provide continued leadership and development to a current staff of 25 dedicated, customer-focused human resources professionals while leading the workforce planning for the organization, including 15-20 additional operational staff.

Asserting SIGA's growing reputation as a First Nation's employer of choice, the VPHR will be instrumental in perpetuating cross-organizational growth and development of First Nations employment by developing and implementing an organizational talent strategy. Exciting change management opportunities for the VPHR include optimizing systems and supporting all operational teams through ongoing organizational restructuring. With a focus on growing SIGA's bench strength, the VP HR will ensure role clarity throughout the organization and will lead all talent development, succession planning, and learning and development initiatives.

Functioning as an internal advisor and key representative for the entire Human Resources function at the Executive and Board/ Committee table, the VPHR will provide leadership and management expertise in relation to all human resource functions, strategy and policy development, and implementation. Perhaps most importantly, the VPHR will provide expert guidance to ensure SIGA's corporate culture is sustained and strengthened as the organization responds to the ever-changing world of work.

# Key Responsibilities

The VPHR will be responsible for developing, executing, monitoring, and evaluating the organizational talent strategy while building, leading, and developing the Human Resources team. Providing inspirational leadership, the VPHR will champion the desired organizational culture, maintaining a focus on employee experience through sound policy and ensuring ongoing team developmental opportunities.

Utilizing strong communication and interpersonal skills, the VPHR will be accountable for maintaining and building healthy, mutually beneficial relationships both internally and externally. Additionally, the VPHR will:

## Human Resources Management

Provide leadership and policy direction over the organization's human resources management functions and practices. Mobilize and motivate departmental management and staff to pursue and achieve corporate and departmental goals and objectives.

- Direct the development and oversee the administration of corporate policies, processes, practices, and procedures for attracting, developing, motivating, safeguarding, and retaining SIGA's human capital.
- Collaborate with the President/CEO and Senior Executive Team to develop and implement a human resource plan for the organization to attract and retain qualified and competent staff and meet First Nations employee representation goals.
- Coordinate the development of succession plans to address both the planned and emergency replacement of key personnel in the Department and the organization.
- Direct the organization's performance management program, ensuring it is consistently rolled out across the entire organization.
- Ensure that career development/personal learning plans are in place for each employee in the organization.
- Monitor, appraise, and forecast the organization's performance relative to short and long-term human capital plans and take appropriate action to correct unfavourable results.
- Ensure the Division has an appropriate organizational structure for the effective and efficient administration of human capital management functions.
- Oversee the recruitment and selection of key personnel in the Department.
- Oversee preparation and implementation of staff development plans.
- As a member of the Senior Executive Team, promote a productive, positive, safe, diverse, and ethical work environment for all employees.
- Promote innovation and best practices in human resources management.
- Appoint, dismiss, and discipline departmental staff.
- Establish, maintain, and communicate performance expectations and standards to departmental staff. Meet with direct reports to review their work plans and performance results.
- Ensure that personal development plans are in place for each direct report.

# Key Responsibilities (con't)

## Strategic Management

Be accountable, as a member of the Senior Executive Team, to provide vision, leadership, strategic direction, management, and control for all human resource functions.

- Collaborate with the President/CEO, Senior Management, and the Board in articulating and implementing the organization's mission, vision, values, goals, objectives, and strategies through the corporate strategic planning process.
- Collaborate with the President/CEO and senior management in the development of a corporate business plan, which includes departmental goals, objectives, and strategies that are consistent with and complement the corporate strategic plan.
- Regularly review and report progress towards achievement of corporate and divisional goals and objectives.
- Regularly review with the President/CEO, Senior Management, and the Board the strategic environment, the emergence of new opportunities and risks, and the implications for the strategic direction of the organization.
- Direct the workforce impact analysis of expansion or new business opportunities.
- Study long-range economic and employment trends and project company prospects for attracting and retaining qualified staff.

## Leadership

Develop effective working relationships with the President/CEO, Board/Committees, Senior Executive Team, and the Directors, and consistently follow through on commitments.

- Support the President/CEO in fulfilling his/her leadership responsibilities and accountability obligations to the Board.
- Ensure the President/CEO is adequately informed on matters pertaining to the Department.
- On behalf of the President & CEO, serve as executive support to the Board through the Governance, Human Resources, Compensation & Ethics Committee
- Serve as principal adviser to the President/CEO and Senior Executive Team on human resource matters.
- Support other members of the Senior Executive Team in fulfilling their responsibilities and accountabilities.
- Assume the duties of the President/CEO in his/her absence, as directed by the Board.

## Corporate Culture

Foster a corporate culture that is characterized by openness, honesty, integrity, and mutual respect and understanding. Services as an effective role model by demonstrating values and ethics, including the Code of Conduct, in personal behaviour.

- Integrate values and ethics, including the Code of Conduct, into departmental practices.
- Effectively communicate and ensure compliance with corporate policies governing conduct and behaviour (e.g., Code of Conduct and Conflict of Interest).
- Report to the President/CEO and/or the Governance HR & Ethics Advisory any serious violations of Code of Conduct and/or Conflict of Interest policies.
- Responsible and accountable for employee hotline complaint follow up/investigation





## Key Responsibilities (con't)

### Policy Management

Lead and direct the development of and monitor the extent of compliance with corporate policies to manage and safeguard the organization's investment in human capital.

- As a member of the Senior Executive Team, participate in the development of corporate-wide management policies.
- Lead the development of and monitor compliance of corporate human resources management policies.
- Direct and monitor departmental compliance with all corporate policies and directives.
- Oversee the development and maintenance of HR policy and procedures manuals for the Department and organization.
- Review and report to the Senior Executive Team the human resource implications of proposed corporate policies and any changes thereto.
- Report promptly and directly to the President/CEO, all observed instances of non-compliance with legislation, regulations, bylaws, agreements (including the Casino Operating Agreement), and Board and Management policies.

### Financial Management

Manage the financial resources entrusted to the Division, in accordance with corporate policies and directives.

- Recommend the yearly budget for the Department and prudently manage the department resources within corporate budget guidelines.
- Direct the implementation of internal controls to safeguard the Division's financial resources and satisfy requirements for probity and propriety.
- Develop and update the Division's operational plans in consultation with the Senior Executive Team.
- Monitor, appraise, and forecast the Department's financial and operational performance relative to plans. Alert the President/CEO and the Senior Executive Team to potential and actual variances in a timely manner.

# Qualifications and Experience

The Vice President will have a level of education and experience commensurate with this role, which should include the following:

## **Education:**

- Successful completion of a bachelor's degree in Human Resource Management, Commerce, or another related discipline with a major in Human Resources
- Chartered Professional in Human Resources (CPHR) designation is considered an asset

## **Experience:**

- Minimum of ten years progressive experience in human resources with at least five years in a senior management role preferably in a gaming environment.
- Senior management experience in First Nation's government or business community is considered an asset.
- Knowledge of First Nations culture and proven ability to lead in a manner consistent with First Nations values.
- Experience developing and implementing general HR policies and procedures.
- Extensive knowledge and application of employment legislation, including employment standards, occupational health & safety, and human rights.
- Excellent interpersonal skills with the ability to lead, influence, and resolve conflict

## **Conditions of Employment:**

- Must consent to a background check to qualify as a gaming employee.
- Must obtain and maintain a gaming employee Certificate of Registration from the Saskatchewan Liquor and Gaming Authority (SLGA).
- Must be 19 years of age or older.
- Must possess a valid Saskatchewan Driver's License and acceptable driving record.

## **Additional Information:**

- This document describes the general nature and typical responsibilities of this position as of the revision date above. It is not intended to be an all-inclusive list, and SIGA may change the responsibilities as necessary to meet business and organizational needs.





## City of Saskatoon

Saskatoon is located on Treaty Six Territory and the Homeland of the Métis in what is now the province of Saskatchewan. Saskatoon and surrounding areas have been inhabited for over 8000 years, first by First Nations peoples who have left evidence of their lives in the form of tipi rings, medicine wheels, and bison hunting sites. The name "Saskatoon" comes from the Cree word *misaskwatomina*, which refers to a sweet, purple berry that still grows in the area.

Known as a commercial and educational centre and the largest city in the province, Saskatoon straddles a bend in the South Saskatchewan River in the province's central region and along the Trans-Canada Yellowhead Highway. The beautiful city boasts numerous attractive walking trails along the river valley, and the Aspen Parkland section of the province is surrounded by farmland. Statistics Canada has estimated the population could be 336,614 as of 2020.

Each year, the 'Reconciliation Saskatoon' flag is raised for the first week of June in Civic Square to celebrate National Indigenous History Month and honour Indigenous people's history, heritage, and diversity. In its role as Co-Chair of [Reconciliation Saskatoon](#), The City of Saskatoon helps organize the annual Rock Your Roots Walk for reconciliation on Indigenous Peoples Day (June 21) and is working to make Saskatoon a more inclusive community.

Supporting the implementation of the Truth and Reconciliation Commission's Calls to Action, the City of Saskatoon is a proud partner of the Wîcihitowin Indigenous Engagement Conference. "Wîcihitowin," a Cree/Saulteaux term meaning "to help each other/to work together."



## To Apply

This is an exciting leadership role that offers the unique opportunity to work with Saskatchewan Indian Gaming Authority and grow their operations for further future success. For more details, please contact:

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To apply, please submit a Cover Letter and Resume directly to Leaders International outlining your interest, qualifications and experience.

**Leaders International** specializes in the recruitment of Board of Directors, leadership succession and executive level positions. Our global network, **Penrhyn International**, is a world leader in the executive recruitment industry, with more than 47 offices in over 25 countries on 5 continents.