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OPPORTUNITY PROFILE **DIRECTOR OF HUMAN RESOURCES**



WESTBANK
FIRST NATION

the right people

WESTBANK FIRST NATION | DIRECTOR OF HUMAN RESOURCES

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THE ORGANIZATION WESTBANK FIRST NATION

Westbank First Nation ("WFN") is a strong, self-governing community located in south central BC on the traditional, unceded territory of the syilx Okanagan people. One of eight Okanagan Nation communities, the syilx people speak the nsyilxcən language and have lived in this valley for thousands of years. WFN members are the keepers of their territory, language, culture, and heritage. Their relationship to the land is guided by their syilx values. While the land provides nourishment, they are tasked with being its stewards fostering a healthy economic, social, cultural, and spiritual balance.

WFN upholds its responsibility to its people, land, water, and resources. They practice their culture, rights, and self-determination to empower our people and build a sustainable future for generations to come. Their main community lands, tsinstikeptum Reserves 9 and 10, border Okanagan Lake near Kelowna, one of the fastest growing and most livable cities in Canada.

Comprised of five reserves totaling approximately 5,340 acres, WFN provides services associated with local government but with its own governance model, while constantly seeking ways to incorporate syilx culture into its system of governance through perseverance, leadership, and community. WFN is proud to share its governance structure – sqilxw cawt – "the way of the people", replacing colonial and traditionally hierarchical organizational design. WFN's leadership is decentralized and rooted in consensus, prioritizing collective decision-making and communal stewardship; every action is taken with community involvement.

WFN has implemented one of the most comprehensive sets of community laws in Canada that cover the development and regulation of reserve lands. WFN is committed to creating a healthy, strong, and vibrant community through programs and services that promote physical, mental, emotional and spiritual well-being and healing. The community offers schools and daycare, culture and language education, elders' residences, youth programs, recreation facilities, and health and wellness programs. A complete list of programs and services can be found [here](#).

To learn more, please visit WFN's [Comprehensive Community Plan](#).

The Director of Human Resources ("Director") is responsible for providing leadership and strategic direction to the Human Resources (HR), and Administration teams. The position is accountable for developing department strategies and providing sound advice to senior management on all related subjects. The goal is to ensure that all HR, and administrative needs of Westbank First Nation (WFN) are being met and align with the organization's strategic plan while championing a decolonized approach to Human Resources.

With a freshly created HR strategic plan, and an engaged team of HR professionals, this is an outstanding opportunity for a progressive HR leader to add continuity and a focus to thriving organization, balancing longer-term HR initiatives with the ongoing organizational growth and evolution that embody WFN.



Specific Responsibilities

- Provides strategic and operational HR leadership within the framework of a self-governed First Nation Government, balancing forward thinking HR planning with the realities of a decision-making structure in local government;
- Establishes department objectives and accountabilities in line with WFN's strategic direction, including recruitment, compensation, training and development, wellness, succession planning, employee relations and retention, labour relations, administration;
- Proactively builds trust-based relationships across all areas of the organization by engaging leaders, staff, and community members where they are, seeking out conversations and connections rather than waiting for them to seek assistance;



- Supports leadership and employees through coaching, guidance, and problem solving that reflects both best practice in HR and the unique cultural context of the Nation;
- Fosters a culturally safe and respectful workplace by integrating an understanding of Indigenous history, colonial impact, intergenerational trauma into all HR practices;
- Engages in ongoing learning about Indigenous governance, history, and community priorities to ensure HR practices contribute to reconciliation and long-term organizational health;
- Champions a decolonized approach to HR that values relational leadership, collective decision making, and culturally informed conflict resolution;
- Enhances HR through planning, implementing, and evaluating employee relations and human resources policies, programs, and best practices;
- Partners with senior management to understand long-term objectives, identify areas for opportunity in the ongoing development of WFN's organizational structure and strategy;
- Leads the development and implementation of HR programs (talent acquisition, succession planning, performance development, employee relations, training, wellness) in ways that align with both organizational needs and cultural values;
- Leads the development and implementation of strategic talent acquisition plans, based in traditional and cultural practices, to support growth and change and are focused on qualified members first, supporting the constitutional requirements;
- Creates and leads the compensation philosophy, ensuring relevant and competitive reward structures, conducts on-going analysis to ensure overall competitiveness and consistent approach to pay decisions for all levels across WFN;



- Assesses and identifies WFN's training and development needs and oversees the effective implementation of the Learning and Development Strategy through the Learning and Development Coordinator;
- Utilizes technology to reduce administration and futureproof processes, underpinned by the Human Resource Information System – UKG;
- Plans, administers, and monitors budgets for the HR Department;
- Develops and Mentors the HR team, building capacity through delegation of responsibilities, regular feedback, performance management, succession planning, training and development;
- Leads the health and wellness strategy including the benefits program review and renewals, wellness programming, using creativity to develop and implement new initiatives that are dedicated to the well-being of WFN's workers;
- Ensure compliance to the legislative requirements including Canada Labour Code, Canadian Human Rights Act, and WFNs relevant laws;
- Attends and presents at Council and HR Committee meetings as required; and
- Cultivates professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.



THE PERSON

Education and Experience

- Bachelor's degree from a recognized university in HR or related field, and CPHR Designation required;
- 10+ years of progressive HR experience, and 5+ years of leadership responsibility;
- Proven experience in developing strategy, programs, and policies relating to HR;
- Experience working with Indigenous communities/people is required;
- Equivalent combination of education, training and experience may be considered.

Knowledge, Skills & Abilities

- Strong senior administration, leadership, and management skills including strategic planning, policy development and change management;
- Broad knowledge and experience in employment law, compensation, organizational planning and development, employee relations, safety, and training and development;
- Proven leadership abilities including developing and motivating staff at all levels;
- Models patience, persistence, and empathy in navigating a complex culture where relationship building and trust take time to develop;
- Demonstrated ability to increase productivity and continuously improve methods, approaches, and departmental contribution while remaining cost-sensitive;
- Thorough knowledge of Canadian federal employment and Canada Labour Program;
- Excellent interpersonal and customer service skills, with ability to interact with employees at all levels of the organization as well as build and maintain strong working relationships;
- Capable of taking initiative, making proactive decisions, and anticipating next steps;
- Experience as a trusted resource as a member of a senior-level executive team;
- Strong facilitation, coaching, mediation, negotiation and conflict resolution skills; and
- Demonstrates a high degree of confidentiality in interpersonal interactions.



Competencies and Personal Characteristics

Leadership - Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

Strategic – Develops a proactive plan in support of strategic direction. Demonstrates an understanding of the link between one's responsibilities and overall organizational goals and needs.

Integrity and Honesty – Demonstrates a resolute commitment to and respect for the spirit behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.

Influential and Collaborative – Has an open and consistent approach to working with others and possesses strong interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining stakeholder agreement.

Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas; designs and implements new or cutting-edge programs/processes.

Effective Working Relationships – Treats colleagues, and stakeholders with respect; resolves conflicts in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.

Communication – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

People Development – Fosters learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally and informally recognizes deserving staff and colleagues.

Member Focused – Anticipates and attends to the needs of internal and external partners of the nation; keeps member interests at the centre of decisions.



Westbank First Nation values diversity and is committed to creating a healthy, strong and vibrant community through programs and services that promote physical, mental, emotional and spiritual well-being and healing.

COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in an interview. The median salary is \$141K.

FOR INFORMATION PLEASE CONTACT:

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