



## **OPPORTUNITY PROFILE**

### **Human Resources Manager**



## About the Kee Tas Kee Now Tribal Council

The Kee Tas Kee Now Tribal Council is comprised of the member Nations of: Loon River First Nation – #476, Lubicon Lake Band – #453, Peerless Trout First Nation – #478, Whitefish Lake First Nation – #459 and Woodland Cree First Nation – #474. It was formed in 1995 to facilitate joint action by the member Nations on matters of mutual concern.

While there are many similarities between the five KTC member Nations, each has its own unique character and features. All are surrounded by a warmth and beauty rich with the culture and traditions of the Cree people.

The primary role of the Tribal Council is to provide guidance and support to the individual member First Nations in developing and achieving success in the management and administration of their own programs with the intent of developing self-reliance.

The KTC – Administration assists when called upon in the areas of finance, negotiations, and administration best practices.

Our Mission: “Through respectful partnerships, empowering our Nations by being a forward-thinking exemplary team. Seizing opportunities by facilitating innovative and productive strategies to reach both individual and collectively defined objectives.”

Our Vision: “United, we assert our collective rights; honouring our past while building a ‘ka miyopayihk’ (prosperous) future.”

## Our Values

### Professionalism

- We will conduct ourselves with honesty and integrity while upholding confidentiality.
- We will be accountable for our service delivery by prompt reporting.
- We will be committed to providing service and advice to the best of our abilities.

### Compassion

- We will respect our relationships with co-workers, leaders, members, and corporate partners.
- Our communication will be kind in nature.
- We will respect the uniqueness of all individuals and our Nations and relate to them with individuality.

### Teamwork

- We will assist others in any way we can through effective and efficient communication.
- We will work within a unified environment.
- We will uphold our responsibilities and always maintain relationships.

Visit the Kee Tas Kee Now Tribal Council website to learn more: <https://keetaskeenow.ca/>



## The Opportunity

We are seeking a dedicated and knowledgeable Human Resources Manager to lead and support key HR functions across our organization. This role plays an important part in creating a positive, respectful, and inclusive workplace that reflects our community's values.

As the HR Manager, you will oversee recruitment and retention, employee relations, benefits administration, policy development, performance management, and training initiatives. You will also ensure our practices align with employment standards, labour laws, and organizational policies.

This position offers an opportunity to contribute to the growth and well-being of our team by fostering a supportive environment rooted in trust, respect, and cultural understanding.

## Key Roles & Responsibilities

### **Recruitment and Staffing:**

- Coordinate and manage the end-to-end recruitment process, including posting job openings, reviewing resumes, conducting interviews, and extending job offers.
- Develop clear, accurate, and compelling job descriptions that outline roles, responsibilities, required qualifications, and the skills needed for the position.
- Partner with department managers to understand staffing needs and job requirements.
- Strategic workforce planning by identifying staffing needs, gaps in talent, and upcoming recruitment initiatives.
- Post job openings on internal job boards, external job sites (e.g., LinkedIn, Indeed, Glassdoor),
- Prepare and send formal job offer letters to selected candidates, outlining employment terms, compensation, benefits, and start date.
- Ensure smooth onboarding for new employees, including orientation and necessary paperwork.

### **Employee Relations:**

- Serve as a point of contact for employees on HR-related inquiries, concerns, or conflicts.
- Advise employees and management on employee relations issues, ensuring fair and consistent treatment.
- Investigate complaints and work with management to resolve workplace issues in a timely and effective manner.



### **Compliance and Legal:**

- Stay up-to-date with labour laws and regulations (federal, state, and local) and ensure the organization remains compliant.
- Assist in maintaining and updating company policies and procedures to meet legal requirements.
- Help prepare for audits and ensure accurate record-keeping of employee files and other HR-related documentation.

### **Benefits and Compensation:**

- Administer employee benefits programs, including health insurance, retirement plans, and other employee perks.
- Assist employees with benefits enrollment, questions, and claims.
- Work with management to analyze compensation packages and ensure they are competitive and equitable.
- Managing compensation plan(s), resolving any discrepancies, and ensuring adherence to provincial and federal compensation laws.

### **Performance Management:**

- Support the performance review process, including assisting managers with setting performance goals, conducting evaluations, and providing feedback.
- Guide managers on how to conduct effective performance reviews, including how to provide constructive feedback, set developmental goals, and manage challenging conversations.
- Track and report on employee performance metrics and trends.
- Ensure that all necessary documentation (self-assessments, manager reviews, 360-degree feedback, etc.) is collected and accessible for performance evaluations.
- Assist in addressing performance issues and work with managers to implement improvement plans.

### **Training and Development:**

- Coordinate and support employee training and development programs to enhance skills and promote career growth.
- Identify training needs and work with management to develop and deliver appropriate learning opportunities.
- Coordinate logistics for training events (e.g., booking venues, scheduling trainers, arranging materials).



- Assist in the creation and customization of training programs or materials tailored to the company's needs. This may include on-the-job training, workshops, e-learning modules, or external training programs.
- Research and recommend third-party training vendors or facilitators. Coordinate with external providers to deliver training sessions.
- Promote a culture of continuous learning and development within the organization.
- Monitor employee participation in training programs, ensuring that all employees attend mandatory sessions and track their completion.
- Keep detailed records of all training activities, including employee attendance, course materials, evaluations, and feedback.

#### **HR Administration:**

- Ensure all employee records are accurate and up to date, including personal information, job titles, departments, compensation details, and contact information.
- Onboarding new hires, ensuring all forms (tax, benefits enrollment, etc.) are completed and submitted and uploaded to the HR System.
- Manage the offboarding process within the HR system, including updating employment status, conducting exit interviews, and generating separation documentation.
- Prepare reports on HR metrics (e.g., turnover, retention, headcount) and provide insights to management.

## **The Person**

### **Qualifications & Education Requirements**

- Diploma or Bachelor's degree in Human Resources, Business Commerce/Administration/Management, or a related field. With a minimum of 2 years of experience in Human Resources or a related administrative role. A combination of education and experience may be considered.
- A CPHR designation or candidacy would be an asset.
- Cultural awareness and sensitivity to working in a diverse, Indigenous environment.
- Strong knowledge of Alberta Employment Standards and HR best practices.
- Proficiency in HR software (e.g., HRIS systems, Microsoft Office Suite).
- Ability to maintain confidentiality and handle sensitive information with integrity.



- Excellent and effective decision-making skills, as well as strong oral and written communication skills, assessment skills, interpersonal skills, organizational skills, teaching skills, and supervisory skills, are required.
- Ability to work independently and as part of a team.
- Willing, capable and flexible in working to meet the needs of the KTC.

**Working Knowledge of:**

- Strong understanding of the Employment Standards Code, Human Rights Act, Occupational Health and Safety (OHS) regulations, and Workers' Compensation laws in Alberta.
- Solid knowledge of HR best practices with the ability to communicate and apply these practices.
- Proficient in Microsoft 360 applications (Word, Excel, PowerPoint, Forms, etc)
- Knowledge and experience with HR Systems (HRBamboo, Humi, ADP)

## Knowledge, Skills & Attributes

**Communication Skills:** the ability to actively listen, provide clear messaging, empathy, feedback, adaptability, non-verbal awareness, and conflict resolution to build trust, ensure understanding, and resolve workplace issues.

**Active Listening:** The ability to understand the challenges, thoughts, and needs of the organization and its employees. This involves paying attention, asking clarifying questions, and showing empathy.

**Empathy:** Demonstrating genuine understanding and compassion for employees' challenges and emotions.

**Conflict Management:** Ability to mediate and resolve workplace disputes and employee grievances fairly and professionally. Skills in managing and resolving conflicts between employees, teams, or with leadership.

**Interpersonal Skills:** Strong interpersonal skills to communicate effectively with employees at all levels. Ability to address employee concerns and ensure open lines of communication between staff and management.

**Problem-Solving:** Ability to identify, analyze, and resolve workplace challenges. These can include issues like employee performance, conflicts, compliance, or organizational change.

**Cultural Competence:** Awareness of and sensitivity to diverse backgrounds and experiences, ensuring inclusive support for all clients



**Organizational and Time-Management Skills:** Effectively balances multiple priorities and deadlines in a fast-paced environment. Skilled at planning and coordinating tasks, maintaining accurate records, and ensuring smooth workflows. Strong attention to detail and a proactive approach.

## Compensation

A competitive compensation package, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

This is a 0.8 full-time equivalent role; however, flexibility on the hours may be negotiated.

## Express Your Enthusiasm

*Leaders International values diversity, equity, and inclusion in all aspects of our operations. Candidates are invited to contact us directly with any accommodation requests.*

To apply, please email your cover letter and resume (PDF or Word document only—preferably as one document) to **Wendy Romanko** at [apply@leadersinternational.com](mailto:apply@leadersinternational.com), indicating the job title in the subject line.

**Leaders International** [www.leadersinternational.com](http://www.leadersinternational.com)