

# Leaders

INTERNATIONAL

---

Executive Search

VANCOUVER

EDMONTON

CALGARY

SASKATOON

WINNIPEG

TORONTO

OTTAWA

MONTREAL



## OPPORTUNITY PROFILE

Human Resources Director



## About Driftpile Cree Nation

### ***A Community Rooted in Tradition, Progressing Towards Tomorrow***

Nestled along the south shore of Lesser Slave Lake, Driftpile Cree Nation (DCN) stands as a testament to the strength, resilience, and enduring spirit of the Cree people. With deep respect for our ancestors and the land that sustains us, we continue to honour our traditions while advancing a vision of progress, prosperity, and cultural preservation.

Our story is one of continuity and growth—where ancient teachings meet modern innovation. From our strong focus on sustainable development and education to our commitment to community wellness, DCN is building a vibrant and self-determined future. We take pride in being both stewards of our environment and champions of opportunity for future generations.

Situated approximately 340 kilometres northwest of Edmonton, between the communities of Slave Lake and High Prairie, DCN is part of a region of remarkable natural beauty and cultural significance. As proud signatories of Treaty 8 and active members of the Lesser Slave Lake Indian Regional Council, we uphold our responsibilities as caretakers of our land and heritage, ensuring that our ecological and cultural legacy endures for generations to come.

To learn more about Driftpile Cree Nation, visit <https://dcn450.com/>

## The Opportunity

The Director of Human Resources (HR Director) plays a hands-on leadership role in supporting the day-to-day people operations of Driftpile First Nation while helping build a respectful, healthy, and culturally grounded workplace. This role is responsible for managing core HR functions, supporting employees and leaders through complex people matters, and strengthening HR practices that reflect the Nation's values, traditions, and long-term goals.

The HR Director works closely with leadership, managers, and community members to ensure employees feel supported, treated fairly, and set up for success. This position requires someone who is approachable, steady under pressure, and confident in managing sensitive employee relations matters with professionalism and care.

***Driftpile First Nation is committed to creating a respectful and inclusive workplace that supports the wellbeing of its employees and community members.***



# Key Roles and Responsibilities

## **HR Operations & Employee Support**

- Oversee day-to-day HR operations, including recruitment, onboarding, employee relations, performance management, attendance management, and offboarding
- Serve as the primary point of contact for employees seeking guidance on workplace concerns, policies, and employment matters
- Manage sensitive and complex employee relations issues with fairness, consistency, and respect for cultural and community context
- Support managers in handling performance issues, workplace conflict, and disciplinary matters using a fair and balanced approach
- Oversee employee benefits programs, support payroll processing using ADP, and help maintain fair and equitable compensation administration across the organization.
- Acts as a system champion—supporting accurate employee records, improving processes, and assisting staff and leaders in effective HR processes and procedures.

## **Recruitment, Onboarding & Retention**

- Lead recruitment efforts to attract individuals who are committed to serving the community and align with organizational values
- Support culturally respectful hiring practices, with a strong focus on supporting and developing Nation members where possible
- Oversee onboarding processes to ensure new employees feel welcomed, supported, and clear on expectations
- Identify opportunities to improve employee retention through mentorship, training, and positive workplace culture initiatives

## **People Leadership & Capacity Building**

- Coach and support managers and supervisors in their people-management responsibilities
- Act as a mentor to junior administrative or HR staff, helping build internal HR capacity over time
- Provide practical HR guidance that allows leaders to focus on program delivery and community service



- Support leadership in building a respectful, accountable, and team-oriented workplace

### **Policies, Compliance & Best Practices**

- Develop, update, and implement HR policies and procedures that are practical, clear, and culturally appropriate
- Ensure compliance with applicable employment legislation, collective agreements (if applicable), and internal policies
- Support the consistent and fair application of HR policies across the organization
- Provide training and guidance to staff and management on HR policies and workplace expectations

### **Workplace Culture & Community Values**

- Promote a positive, respectful, and culturally grounded workplace environment
- Support initiatives that recognize community values, traditions, and celebrations within the workplace
- Help foster a culture of accountability, teamwork, and mutual respect
- Support leadership in addressing workplace challenges in a way that maintains dignity and trust

## **The Person**

### **Qualifications & Education Requirements**

- Diploma or degree in Human Resources, Business Administration, or a related field
- Minimum of 5 years of progressive HR experience, with a strong focus on HR operations and employee relations
- Experience working in or with First Nation, Indigenous, or community-based organizations is a strong asset
- CPHR designation (or working toward) is preferred
- Strong working knowledge of employment legislation and HR best practices



## Knowledge, Skills & Attributes

**Leadership & Team Development** - Demonstrates the ability to lead high-performing teams with integrity and accountability. Fosters a positive culture through mentorship, collaboration, and clarity of purpose, while developing individual and collective capacity within the organization.

**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.

**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.

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

**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

**Relationship Management** - Builds and maintains productive relationships with a range of internal and external groups. Communicates effectively and diplomatically, balancing diverse priorities and perspectives to advance shared objectives.

**Change Management & Continuous Improvement** - Leads through change with confidence and purpose, identifying opportunities for innovation and efficiency. Supports staff through transitions and cultivates a culture of learning and adaptability.

**Cultural Awareness & Community Engagement** - Demonstrates sensitivity and respect for diverse cultural contexts, including Indigenous perspectives. Engages meaningfully with communities to build trust and support initiatives that reflect local values and needs.

## Express Your Interest

*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, Senior Consultant** at [apply@leadersinternational.com](mailto:apply@leadersinternational.com), indicating the job title in the subject line.