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OPPORTUNITY PROFILE **DIRECTOR, HUMAN RESOURCES**

LOCATION: HYBRID (BC)



the right people

GITGA'AT FIRST NATION | DIRECTOR, HUMAN RESOURCES

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THE ORGANIZATION

GITGA'AT FIRST NATION

The Gitga'at First Nation, part of the Tsimshian Nation, has lived in Tsalgiuw (Hartley Bay) for millennia, maintaining a deep and enduring relationship with the surrounding lands and waters. While approximately 130 members reside in Hartley Bay today, many others live in Prince Rupert, Terrace, Vancouver Island, and Vancouver, remaining closely connected to their home community despite geographic distance. This remote coastal village continues to serve as the cultural heart of the Nation.

Gitk'a'ata Territory is central to the Nation's identity, providing both sustenance and a foundation for cultural and ceremonial life. Seasonal harvesting practices, such as fishing, seaweed gathering, hunting, and collecting traditional foods remain essential, with many members returning home annually to participate alongside their families. These activities reinforce intergenerational teaching, cultural continuity, and the Nation's long-standing stewardship responsibilities. Throughout the territory, significant heritage sites including petroglyphs, burial grounds, shell middens, and culturally modified trees serve as powerful links to Gitga'at ancestors and history.

Governance within the Gitga'at First Nation combines modern administrative structures with traditional systems. A fully elected band council oversees programs, services, and community planning, while the deeper social and ceremonial authority is rooted in customary governance, including hereditary leadership and clan relationships. Together, these structures support a balanced approach that honors cultural traditions while addressing contemporary needs and guiding the Nation's future development.

To learn more, please visit Gitga'at First Nation's [website](#).



THE OPPORTUNITY DIRECTOR, HUMAN RESOURCES

Reporting to the Band Administrator and leading a team of two, the Director, HR is responsible for organizing, directing, controlling and analyzing the operations of the Human Resource of the community employees. Key areas of responsibility include policy and procedure development; HR planning and program development; training and development; recruitment and selection. In addition to remaining current with all applicable federal, provincial and municipal laws and regulations, this role required the individual to adhere to and enforce all established policies and procedures. The role further requires the individual to maintain relationships between management, band council and employees. Other duties may be assigned as necessary.

Responsibilities

- Oversee all of the Human Resource operations, policies and processes;
- Develop and facilitate training and development programs for employees and managers;
- Maintain positive work relations with employees and the management team;
- Policy writing, research, develops, implement and evaluate;
- Write job descriptions as required;
- Maintain employee policy handbook;
- Adhere to legislation such as the Human Rights Act and Labour Standards Act;
- Identify job vacancies and plan for filling them;
- Manage employee files;
- Recruit: advertising, screening, scheduling/conducting interviews and reference checks;
- Enforce policies and education on org matters such as discrimination, discipline, harassment etc.;
- Disciplinary actions: maintain schedule of action plan for any disciplinary action required;



- Serve as a link between management and employees by handling questions, interrupting and administering contracts and policies striving to resolve work-related issues;
- Conduct training needs analyses of the entire workforce to design appropriate and necessary training and development programs;
- Assist in the investigation and reporting of accidents/incidents, maintain Critical Incident log;
- Design and manage internal recognition program;
- Prepare and adhere to department budget;
- Remain current with best practices, legislative changes and industry standards;
- Administer benefits plan and work with a broker to evaluate its effectiveness;
- Payroll processing including documentation related to increases;
- Time management: Training/vacation/sick/MH/Lieu time tracking and reporting;
- Develop and ensuring employee evaluations are created, scheduled and completed;
- Schedule follow-up plan for training, discipline and rewards;
- Terminations: ensure proper process and documentation to employee agreements and labour standards are met and final pay and benefits are correctly issued;
- Works closely with Director of Organizational Services, General Manager and Oversight Committee to support managers with program expansion /integrated delivery;
- Directly supporting and mentoring work of HR Services 1 & 2;
- Integration of decolonial and holistic approaches to staff wellness, work with health department to implement key goals for Mental health and wellness framework;

- Lead development of Core Competencies (Western & Gitga'at);
- Administration - support annual work planning and budgeting;
- Other duties may be assigned as required.

THE PERSON

The Director of HR role at Gitga'at First Nation should be a culturally aware, people-centered professional who brings both strong human resources expertise and a deep respect for Indigenous governance, history, and community values. They should have experience in recruitment, employee relations, policy development, and organizational capacity-building, paired with the emotional intelligence needed to work effectively in a close-knit community environment. A collaborative communicator who leads with empathy, integrity, and cultural humility, this person will build trust with staff, support leadership, and help strengthen a healthy, engaged, and well-supported workforce. Above all, they should be committed to advancing Gitga'at First Nation's long-term goals and contributing positively to the Nation's growth, stability, and cultural continuity.



Knowledge and qualifications

The ideal candidate will possess the following qualifications and experience:

- Post Secondary degree in Human Resources Management with CHRP or MBA;
- 5-10 years Human Resource experience or other relevant work experience;
- Solid knowledge of Canada Labour Code, Employment Standard Act, Human Rights and other applicable employment legislation;



- Ability to work well under pressure individually and as part of a team;
- Proven conflict and resolution and negotiation skills;
- Business minded to recommend strategic HR solutions to the management/executive team;
- Excellent relationship-building skills: the ability to influence without authority, develop consensus, and build rapport with a wide variety of people;
- Bring clarity to grey areas, using a communication style adapted to internal customers;
- Process-oriented with a 'hands-on' approach;
- Ability to maintain confidentiality and impartiality while being empathetic;
- Ability to prioritize and handle multiple demands with tight deadlines;
- Previous experience with First Nations organizations preferred;
- Skill in the use of workplace technology, i.e. computers, communications equipment, business software.



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 plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals.

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.

Partner Group Focused – Anticipates and attends to the needs of internal and external partner groups of the organization; keeps stakeholder interests in the forefront.



COMPENSATION

A competitive compensation package will be provided including an attractive base salary target of \$90,000 and excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT:

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