



## Director of Human Resources

<b>Organization:</b>	Nlaka'pamux Nation Tribal Council ("NNTC")
<b>Reports To:</b>	Chief Strategy and Operations Officer
<b>Direct Reports:</b>	(2) Human Resources Manager, Recruitment, Training and Benefits Coordinator
<b>Location:</b>	Office based – Vancouver office
<b>Salary:</b>	\$120,000 - \$180,000

### ABOUT NLAKE'PAMUX NATION TRIBAL COUNCIL

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The Nlaka'pamux Nation Tribal Council is a governing body of the Nlaka'pamux Nation. Carrying out its mandate for over 40 years, NNTC exists to protect and advance Nlaka'pamux title and rights and is involved with the exercise of jurisdiction, cultural and natural resources, environmental sustainability, emergency management, food sovereignty, economic independence, health, and well-being. NNTC is an Nlaka'pamux entity, not a provincially or federally incorporated or regulated body however, NNTC utilizes a number of associated entities doing work in relation to archaeology, environment, wildlife, construction, and solar power to support its mandate. NNTC is dedicated to acting in the best interests of the Nlaka'pamux.

### POSITION OVERVIEW

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The Director of Human Resources is the lead HR professional for NNTC, responsible for creating and overseeing a full HR infrastructure across the organization and its entities. This role will design and implement systems, policies, and practices that establish a consistent and effective HR function, while ensuring alignment with NNTC's mission, culture, and long-term goals. The HR Director acts as a strategic partner to leadership, developing a multi-year HR strategy and roadmap that strengthens workforce capacity, ensures compliance, and supports NNTC's continued growth. The role provides thought leadership on organizational challenges, labor relations, compliance, culture, and workforce risks, positioning NNTC as an employer of choice and a leader in people practices. The Director will ensure that the HR function is guided by Nlaka'pamux ways. Policies and initiatives will embed Nlaka'pamux principles, discipline and governance ensuring practices are culturally respectful and inclusive.

### KEY RESPONSIBILITIES

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#### Strategic Leadership & HR Infrastructure

- Act as a strategic partner to senior leadership, ensuring HR priorities align with organizational goals and community values.



- Lead the design and implementation of NNTC's HR infrastructure, including policies, systems, and processes to establish a consistent and professional HR foundation.
- Develop and execute a multi-year HR strategy and workforce roadmap that supports organizational effectiveness, financial sustainability, and long-term goals.
- Contribute to annual HR planning and budgeting, ensuring HR resources are aligned with strategic priorities.

### Change Management & Communication

- Lead HR-driven change management initiatives, ensuring employees and managers are supported during organizational growth and transformation.
- Develop and deliver clear HR communications to staff regarding new policies, processes, and initiatives, ensuring transparency and understanding across all entities.
- Partner with leadership to build change readiness and resilience across the workforce.

### Talent Acquisition & Onboarding

- Build and manage a recruitment and retention strategy that supports sustainable workforce growth across all entities.
- Oversee full-cycle recruitment, including workforce planning, job design, advertising, selection, and offer management.
- Design and deliver structured onboarding programs to ensure new employees are integrated successfully.
- Develop pipelines and succession plans to strengthen internal mobility and future leadership.

### Employee Relations & Engagement

- Establish and roll out clear, consistent HR policies and procedures where none currently exist, ensuring fairness, compliance, and alignment with organizational culture.
- Act as a trusted advisor on employee relations matters including conflict resolution, performance concerns, and workplace investigations.
- Partner with leadership to build an inclusive, collaborative, and high-performing workplace.
- Develop and lead employee engagement initiatives, including surveys and feedback processes, and drive follow-up action planning.

### Total Rewards & Compensation

- Lead the design and governance of NNTC's total rewards strategy, including compensation, benefits, and recognition programs, ensuring alignment with organizational culture and market competitiveness.
- Conduct benchmarking and job evaluations to promote internal equity and external competitiveness.
- Oversee compliance with legislative requirements and ensure effective administration of all programs.



### Performance Management, Development & Analytics

- Build and implement a structured performance management framework that includes regular feedback, annual reviews, and development planning.
- Train and support managers to conduct effective performance and development conversations.
- Leverage performance data to inform promotions, compensation, and succession planning.
- Develop and report on HR metrics and workforce analytics, providing leadership with insights on retention, engagement, and organizational health. Use data to continuously improve HR programs, policies, and service delivery.

### Compliance, Health and Safety

- Develop and maintain policies that ensure compliance with the Canada Labour Code, BC Employment Standards, privacy, human rights, and occupational health and safety legislation.
- Actively participate in the Joint Occupational Health and Safety Committee and support a culture of proactive safety.
- Regularly review and update HR policies to reflect changing laws and organizational needs.

### Organizational Development

- Introduce and formalize HR tools, systems, and processes that strengthen organizational effectiveness and accountability.
- Support change management initiatives and transitions as NNTC grows and evolves.
- Mentor and develop HR team members to build strong internal HR capacity.

## SKILLS AND EXPERIENCE

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- Minimum 10 years of progressive HR experience, including at least 3 years in a senior leadership role.
- Post-secondary education in Human Resources or a related field; advanced degree preferred.
- Chartered Professional in Human Resources (CPHR) designation, or working toward designation.
- Visionary, data-informed HR leadership with the ability to set enterprise-wide people strategy and deliver measurable results in a complex multi-site environment.
- Trusted leadership presence, with the judgment, discretion, and influence to guide senior leaders and decision-makers on high-stakes organizational and workforce issues.
- Comprehensive expertise across HR Operations, Talent Strategy, Advisory, Labour Relations, and HR Technology, with the ability to integrate these functions into a unified strategic agenda.



- Exceptional communication and influence skills, translating complex workforce, legal, and policy issues into actionable strategies for diverse audiences.
- Inclusive and culturally competent leadership, modeling ethical standards, equity, and service excellence, and fostering a culture of belonging, resilience, and accountability.
- Proven experience designing, building, or formalizing HR programs, policies, and systems in evolving organizations.
- Experience working with Indigenous communities, with the ability to integrate Nation-specific values, governance, and traditions into HR programs.
- Demonstrated ability to use HR metrics and workforce analytics to inform strategy and decision-making.