



## Employment Opportunity

# Human Resource Manager

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**Reports To:** Band Administrator, Lennox Island First Nation

**Location:** Lennox Island First Nation Community

**Term:** Full-Time Permanent

Lennox Island First Nation is seeking a dynamic, motivated **Human Resources (HR) Manager** to join our team. This full-time, permanent role is an exciting opportunity to help foster a healthy, positive, and thriving workplace across our organization.

### Summary:

The Human Resource Manager collaborates with Directors, Managers, and staff to foster a positive working environment and organizational culture. This role supports the mission of Lennox Island First Nation by developing, implementing, and coordinating various human resources services and programs, including those related to employment, labor and employee relations, compensation, recruitment and orientation, training and development, and policy development.

### Key Responsibilities:

- Implement and manage HR policies and procedures for the Band, businesses, and departments.
- Conduct annual reviews of HR policies and procedures.
- Update and maintain job descriptions and organizational structures.
- Collaborate with department directors to ensure fair and transparent recruitment and hiring processes.
- Administer employee benefits programs.
- Lead workplace investigations, facilitate dispute resolution, and conduct exit interviews.
- Develop and manage onboarding, orientation programs, and employment contracts.
- Support succession planning initiatives to strengthen future leadership.
- Advise directors and staff on HR best practices and workplace matters.
- Address grievances and incident reports promptly and professionally.
- Coordinate employment recruitment activities and training programs.
- Manage salary/wage philosophy and increase processes, ensuring fair application.
- Administer employee personnel files and maintain up-to-date files for staff.
- Develop and maintain systems for managing employee information.
- Stay current on relevant legislation and administer human resources management programs accordingly.
- Participate in culturally relevant training and activities
- Perform additional HR-related duties as required.



## Qualifications:

- Degree or diploma in Human Resources from a recognized post-secondary institution.
- Minimum five (5) years of HR experience, with at least two (2) years in a leadership role.
- Strong senior administration and management skills.
- Proven leadership abilities and motivation of staff.
- Thorough knowledge of Canadian federal and provincial employment and labor relations law.
- Excellent interpersonal, written, and oral communication skills.
- Strong facilitation, coaching, negotiation, and conflict resolution skills.
- Diplomacy and tact in handling confidential and sensitive situations.
- Strong planning and organizational skills in a challenging environment.
- Proficiency in Microsoft Office applications and research skills.
- Proficiency with HR software and digital HR management tools.
- Ability to work independently and in a team environment.
- Knowledge and understanding of the community environment and culture.
- Experience working within an Indigenous community or organization is preferred but not required.
- Current certification and training related to provincial, federal, and First Nation HR policies.
- Must possess a current and valid Driver's License.

## What We Offer:

- **Salary:** \$78,000 – \$85,000 per year, based on experience.
- **Benefits:** Comprehensive benefits package available after a three-month probation period.
- The opportunity to make a meaningful impact within the Lennox Island First Nation community.

## Additional Information:


- Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission.
- Successful applicants must provide a criminal record check.

## How to Apply:

Please send your cover letter and resume to:

 [resumes@lennoxisland.com](mailto:resumes@lennoxisland.com)

or

 Drop off in person at:

**Lennox Island First Nation Band Office Reception**

2 Eagle Feather Trail, Lennox Island

**Application Deadline:** Closing date May 8, 2026



*We thank all applicants for their interest. Only those selected for an interview will be contacted.*