



Employment Opportunity

Human Resource Manager

Wabun Tribal Council is seeking a dynamic individual to fill the position of Human Resource Manager. Under the direction of the Executive Director, the Human Resource Manager will develop and provide human resource programs to Wabun and the six member First Nations Communities of Matachewan, Mattagami, Brunswick House, Chapleau Ojibwe, Flying Post and Beaver House First Nation.

Position Summary

The HR Manager supports the development, implementation, and coordination of human resources functions for Wabun Tribal Council and the six member First Nations communities. This role provides guidance and support in areas such as recruitment, employee relations, policy development, performance management, and compliance with applicable legislation and organizational policies.

The HR Manager works collaboratively with leadership, management, and community representatives to ensure culturally appropriate, equitable, and effective HR practices that align with organizational values and community priorities.

Key Competencies

- Cultural Competence & Sensitivity – Demonstrated understanding of Indigenous cultures, governance, and community dynamics.
- Communication Skills – Strong verbal and written communication, with the ability to engage respectfully across diverse audiences.
- Relationship Building – Ability to build trust and maintain positive working relationships with leadership, staff, and community members.
- Confidentiality & Integrity – Maintains strict confidentiality and exercises sound judgment.
- Problem Solving & Conflict Resolution – Skilled in addressing workplace issues with fairness and professionalism.
- Organizational Skills – Ability to manage multiple priorities and deadlines effectively.
- Knowledge of HR Practices & Legislation – Understanding of employment standards, workplace policies, and HR best practices.
- Adaptability – Comfortable working in dynamic environments and across multiple communities.

Key Responsibilities / Job Duties

Human Resources Support

- Provide day-to-day HR support to Wabun Tribal Council and member communities.
- Assist with recruitment processes including job postings, screening, interviews, and onboarding.
- Support employee orientation and training initiatives.

Employee Relations

- Provide guidance on employee relations issues, including conflict resolution and workplace concerns.
- Support performance management processes, including reviews and improvement plans.
- Promote a respectful and inclusive workplace culture.

Policy & Compliance

- Develop, implement, and review of HR policies and procedures.
- Ensure compliance with applicable employment legislation and organizational policies.
- Maintain accurate and confidential employee records.

Advisory Services

- Provide HR advice and support to managers and leadership.
- Support workforce planning and organizational development initiatives.
- Assist in developing culturally appropriate HR practices.

Training & Development

- Coordinate and support staff training and professional development opportunities.
- Identify training needs in collaboration with leadership and community partners.

Travel & Community Engagement

- Travel to member First Nations communities as required.
- Build relationships and provide on-site HR support within communities.

Qualifications & Requirements

- Diploma or Bachelor's Degree in Human Resources, Business Administration, or Certified Indigenous Human Resources.
- Experience working in Indigenous organizations or with First Nations communities is required.
- Knowledge of relevant employment legislation and HR best practices.
- Demonstrated experience in a human resources role is preferred.
- Strong interpersonal, organizational, and communication skills.
- Ability to handle sensitive information with discretion.
- Valid driver's license and willingness to travel to member communities as required.

Working Conditions

- Office-based with regular travel to First Nations communities.
- May require flexibility in working hours to accommodate community needs.

Additional Assets

- Knowledge of Indigenous governance structures and community protocols.
- Experience in policy development and program implementation.

Email Resume: To the attention of Jason Batise, Executive Director
jbatise@wabun.on.ca

Competition closes: April 28, 2026