



Based in The Pas, Northern Manitoba. The Paskwayak Business Development Corporation (PBDC) is the business arm of the Opaskwayak Cree Nation. Our executive board and group of owned and operated businesses work together to build a successful corporation that is aligned with our culture. While we choose to adopt modern business practices, we take great care to honour the ways of our ancestors who always worked the land and lived in harmony with it for generations. Guided by our Elders we weave our culture and traditions into our approach, which means making sure our business focus fall-in-line with our Cree values.

### **Director of Human Resources – Job Posting – Full Time/Permanent**

Reporting directly to the Paskwayak Business Development Corporation's CEO, The Human Resources Director guides and manages the PBDC overall Human Resources services, policies, and programs for the entire company. This person approaches their role with warmth and compassion in their people interactions, allowing them to deliver even the most difficult messages with the best possible outcome. Bringing a genuine and sincere nature to the workplace helps her or him make the best decisions for the right reasons.

- The Human Resources Director demonstrates a strong working knowledge of the application of the Aboriginal Employment Preferences Policy (AEPP) as governed through the Canadian Human Rights Act.
- Additionally, she/he will drive all aspects of the Human Resource function throughout the corporation to ensure excellence in the HR priorities.
- By being a role model for the PBDC values, the HRD will help align the day to day behaviors with the entire team with the values and culture of the organization.
- She/he will drive timely and impactful business decisions by owning and tracking meaningful HR metrics and. This will result in a culture of ownership and accountability throughout.
- Proactive risk management is a key role for the HRD through various channels, including compliance with applicable labour laws, workplace health and safety, and compliance with the Canadian Privacy Legislation.

## RESPONSIBILITIES INCLUDE:

- Contributing to, building and maintaining a healthy workplace culture;
- Making and guiding decisions with the highest level of integrity;
- Recruiting and staffing;
- Leadership coaching and advising;
- Performance management and improvement systems;
- Organization development
- Employment and compliance to regulatory concerns;
- Employee orientation, development, and training
- Policy development and documentation;
- Employee relations;
- Company-wide committee facilitation;
- Company employee and community communication advising;
- Compensation and benefits administration'
- Ensure that the performance management cycle and employee engagement surveys are managed through the year
- Employee safety, welfare, wellness and health;
- Advising and upholding the Manitoba Labour Code;
- Employee services and coaching.

## QUALIFICATIONS

- 5+ years of experience in human resources.
- Post-secondary education with an emphasis in Human Resource Management or the equivalent experience.
- CHRP, designation or the equivalent experience.
- Experience working within Indigenous work environments an asset.
- Familiarity with Manitoba Labour Laws and the AEPP.
- Experience with project management, change management, and driving programs independently.
- Interpersonal and communication experience and experience building relationships at all levels of the organization.
- Professional demeanour.
- Strong leadership skills.
- Written and verbal communication skills.
- Ability to liaise and make meaning of information with all levels.
- Excellent listening and interpretation skills.
- Computer literate with intermediate experience in MS Office applications.

**JOB DESCRIPTION AVAILABLE UPON REQUEST**

## HOW TO APPLY

Email: Ginger Martin, CEO – [gmartin@pbdcltd.com](mailto:gmartin@pbdcltd.com)

Mail or Drop off to:

“Attention: Ginger Martin – Confidential”  
Paskwayak Business Development Corporation Ltd.  
Box 10100  
Opaskwayak, Manitoba R0B 2J0  
Phone: (204) 627-7200  
Fax: (204) 623-6830

Include a resume and cover letter which includes the job title.

Use Microsoft work .doc or .rtf formats.

Include the job title and your name in the title of both Word documents.

Include the job title in the Subject line of your email.

***“This is an active Job Posting”***

*Only those qualified or selected for an interview will be contacted.*