



**MNP**

# OPASKWAYAK

## MANAGER OF HUMAN RESOURCES

### ABOUT OPASKWAYAK CREE NATION

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Opaskwayak Cree Nation (OCN) is one of the largest Cree Nations in Manitoba, located near The Pas in northern Manitoba. Guided by strong cultural values and a commitment to self-determination, OCN is dedicated to enhancing the quality of life of its members through effective governance, community services, economic development, and the preservation of Cree language, culture, and traditions. Through a wide range of initiatives and partnerships, the Nation continues to promote sustainable growth, create opportunities for future generations, and support the social, cultural, and economic wellbeing of its community.

### ABOUT THE MANAGER OF HUMAN RESOURCES

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Reporting to the Chief Executive Officer (CEO), the Manager of Human Resources (Manager) provides strategic, operational, and culturally respectful HR leadership for Opaskwayak Cree Nation. The Manager leads the HR team and ensures HR programs, policies, and services support organizational priorities, strengthen the employee experience, and comply with applicable legislation and internal policies.

This is a hands-on leadership role. The Manager sets direction for workforce planning, recruitment, employee and labour relations, performance management, training, policy development, HR administration, workplace wellness, and organizational development — building systems, coaching the HR team, advising leaders on complex people matters, and modelling OCN values in support of a workplace culture grounded in respect, fairness, accountability, and cultural safety.

The Manager directly supervises the Human Resources Administrator, Human Resources Generalist, and any casual or temporary HR support staff, and serves as the primary HR advisor to the CEO and senior leadership on workforce needs, employee relations, policy interpretation, and HR risk. Working in partnership with directors, supervisors, payroll/finance, program leaders, and external advisors, the Manager ensures HR services are coordinated, responsive, and aligned with operational needs, while applying sound judgment, discretion, and a trauma-informed approach that reflects the Nation's community context.

The Manager makes day-to-day decisions on HR workflow, service delivery, and process priorities; provides recommendations to the CEO and senior leadership on complex employee relations matters, policy changes, organizational risks, compensation and structure, and investigation outcomes; and approves routine HR documentation while escalating higher-risk matters to legal, governance, finance, or executive input as required.



Please send your inquiries and resume to:

Lillian Wong at [Lillian.Wong@mnp.ca](mailto:Lillian.Wong@mnp.ca)

## KEY ACCOUNTABILITIES

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### HR Leadership and Team Supervision

- Lead and directly supervise the HR Administrator and HR Generalist — assigning priorities, monitoring workloads, setting service standards, evaluating performance, and providing coaching, mentorship, and development to strengthen team capability and judgment.
- Establish clear HR workflows and follow-up practices so HR matters are handled consistently, professionally, and on time, and review and approve HR documentation, employment letters, employee file updates, and policy communications prepared by the team.
- Coordinate HR department priorities with the CEO and senior leadership to ensure HR activity supports organizational goals and operational realities.

### Strategic HR, Workforce Planning and Organizational Development

- Partner with the CEO and leadership team on workforce planning, organizational structure, succession considerations, staffing needs, and capacity risks.
- Use HR data, employee feedback, and operational input to identify trends and opportunities in recruitment, retention, engagement, attendance, and performance, and translate these into practical recommendations.
- Support change management and organizational initiatives by helping leaders anticipate people impacts and communicate change with clarity and care.

### Recruitment, Selection and Onboarding (Oversight)

- Oversee the full-cycle recruitment, selection, and onboarding work carried out by the HR Generalist and HR Administrator — including job postings, screening, interview coordination, reference checks, offers, and orientation — ensuring quality, fairness, and timeliness.
- Approve role requirements, selection criteria, and final hiring recommendations in partnership with hiring managers, ensuring defensible, legislation-compliant, and culturally respectful practices.
- Monitor vacancies, time-to-fill, and hard-to-fill roles, and report regularly to leadership on workforce gaps and hiring risk.

### Employee Relations, Workplace Issues and Investigations

- Serve as the senior HR advisor to managers and supervisors on employee relations, workplace conduct, attendance, conflict resolution, performance concerns, and respectful workplace expectations.
- Lead or oversee workplace investigations — including intake, planning, interviews, documentation, findings, and follow-up — ensuring procedural fairness and confidentiality.
- Guide leaders through progressive discipline, accommodation, return-to-work, and attendance management, and identify trends that warrant proactive training, coaching, or policy clarification.

## **Performance Management and Leadership Support**

- Maintain and continuously improve performance management processes — probation reviews, annual reviews, goal-setting, and development planning — and coach leaders on giving clear expectations, timely feedback, and effective documentation.
- Identify leadership capability gaps and recommend training, coaching, or tools to strengthen supervision and people management across the organization.

## **Policy, Compliance and HR Risk Management**

- Develop, review, and implement HR policies, procedures, templates, and guidelines, ensuring consistent application across departments while reflecting OCN's operational and community context.
- Provide authoritative interpretation of HR policies, employment standards, occupational health and safety, human rights, and privacy/confidentiality obligations, and monitor legislative changes affecting HR practice.
- Ensure HR records and documentation support compliance, audit readiness, and organizational continuity.

## **HR Administration, HRIS, Payroll Coordination and Benefits (Oversight)**

- Oversee the day-to-day HR administration work performed by the HR Generalist and HR Administrator — employee changes, new-hire documentation, leave tracking, employment letters, HRIS updates, and benefits administration — for accuracy, timeliness, and confidentiality.
- Ensure timely coordination with payroll/finance for employee changes, payroll-impacting information, and benefits updates.
- Prepare or oversee HR reporting on headcount, vacancies, turnover, attendance, recruitment activity, training, and performance reviews.

## **Finance and Payroll Collaboration:**

- Work closely with the Finance and Payroll teams to ensure the accurate and timely processing of payroll, employee benefits, pension contributions, taxable benefits, and statutory deductions.
- Provide oversight and approval of employee status changes, compensation adjustments, leave transactions, and other payroll-impacting information while ensuring compliance with organizational policies, collective agreements, employment legislation, and audit requirements.
- Collaborate with Finance on workforce budgeting, salary forecasting, position control, HR metrics, and year-end reporting to support sound financial management, operational planning, and organizational accountability

## **Learning, Wellness, Engagement and Culture**

- Set direction for employee training initiatives — orientation, leadership development, respectful workplace, safety, compliance, and cultural awareness — and provide oversight for workplace wellness, engagement, recognition, and retention programs.
- Promote an approachable, responsive, and solutions-oriented HR function that strengthens communication, trust, teamwork, and a sense of belonging across the organization.

## Occupational Health, Safety and Workplace Well-being

- Support compliance with occupational health and safety requirements in partnership with leadership and designated safety representatives, and oversee incident follow-up, accommodations, modified duties, and return-to-work planning.
- Promote psychological safety and early intervention on concerns that may affect employee well-being or performance.

## EDUCATION, TRAINING AND CERTIFICATION

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### Education

- **Education:** Post-secondary diploma or degree in Human Resources, Business Administration, Public Administration, Indigenous Governance, Communications, or a related discipline. An equivalent combination of education and relevant HR leadership experience may be considered.
- **Professional Designation:** CPHR designation, CPHR candidacy, or equivalent HR certification is considered an asset.
- **Licences and Certificates:** Valid Manitoba Driver's Licence is required. Additional training in workplace investigations, conflict resolution, occupational health and safety, trauma-informed practice, or respectful workplace practices is an asset.

### Required Knowledge and Experience

- Minimum five (5) to seven (7) years of progressive HR experience, including providing advice to managers and leaders on employee relations, recruitment, performance, policy, and workplace matters.
- Minimum two (2) to three (3) years of supervisory or management experience, preferably within an HR function.
- Demonstrated experience overseeing recruitment, onboarding, performance management, employee relations, workplace investigations, policy development, training, workforce planning, and HR administration.
- Strong working knowledge of applicable employment legislation, including the Canada Labour Code, Manitoba Employment Standards Code, human rights principles, privacy obligations, and occupational health and safety requirements.
- Experience overseeing HRIS systems, employee records, benefits administration, payroll coordination, HR reporting, and employment documentation.
- Experience within Indigenous organizations, First Nations governments, community-serving organizations, public sector, non-profit, or multi-department environments is an asset, along with knowledge of Indigenous community context, cultural safety, and respectful relationship-building.

### Skills and Abilities

- **Leadership and Supervision:** Sets priorities, assigns work, coaches staff, evaluates performance, and builds a professional, service-oriented HR team.
- **HR Technical Expertise:** Recruitment, employee relations, performance management, investigations, workforce planning, HR reporting, policy development, HRIS, benefits, and payroll coordination.
- **Communication:** Clear verbal and written communication, including explaining policies, coaching leaders, and handling sensitive information with tact.

- **Judgment and Confidentiality:** Strong discretion and ethical judgment in managing sensitive employee and organizational matters.
- **Problem-Solving:** Assesses complex situations, weighs risks and options, and recommends practical, fair solutions.
- **Relationship-Building:** Builds trust with employees, leaders, community members, and external partners while maintaining professional objectivity.
- **Organization and Follow-Through:** Strong time management, attention to detail, and ability to manage competing priorities in a busy environment.
- **Technical Proficiency:** Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams), HRIS systems, and electronic records management.
- **Cultural and Community Awareness:** Works respectfully within an Indigenous community context; ability to communicate in Cree is an asset.

Please send your inquiries and resume to:

Lillian Wong, Director, Recruitment Services

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