



HUMAN RESOURCES DIRECTOR – 078R1-25-3
Human Resources, Core Services
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **June 25, 2025**, for the **Director of Human Resources** with **Human Resources, Core Services**. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through [My Job Search](#). **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The **Human Resources Director** Reports to and works under the direction and supervision of the Chief Executive Officer (CEO).

PURPOSE AND SCOPE OF THE POSITION:

The Director of Human Resources, as part of the Senior Executive Team, shall oversee the Human Resource affairs of the Six Nations of the Grand River Elected Council (SNGR) and will carry out all statutory, operational and advisory responsibilities.

The Director of Human Resources shall provide the control, management and direction and effective and efficient administration of the Human Resource Department of the SNGR within the policies and procedures established by the Six Nations of the Grand River Elected Council (SNGREC). This position oversees all strategic Human Resources planning and organizational development functions.

The Director of Human Resources shall possess extensive experience and working knowledge in recruitment, employee orientation, employee relations, policy development, health and safety, employee wellness, training and development, compensation and benefits administration, employment law, performance management, and interpretation and delivery of legislative requirements.



Type	Full Time
Closing Date	June 25, 2025
Hours of Work	35 Hours per week
Wage	TBD

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

1. University Degree in Human Resources Management, Labour Studies (Business or Public Administration) or related field
2. Minimum of 5-8 years of progressive Human Resources experience, with at least three (3) years in a director or Senior Manager role
3. Certified Human Resources Professional (CHRP) or Certified Human Resources Leader (CHRL) designation
4. Working knowledge and/or previous experience in a First Nations Environment.
5. Superior knowledge of all relevant acts and legislation as it pertains to human resources e.g. Canada Labour Code (CLC), Employment Standards Act (ESA), Human Rights Act, Occupational Health and Safety Act.
6. Must have working knowledge of Microsoft Word, Excel and Human Resources Information Systems (UKG would be an asset)
7. Favorable police record check

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: [My Job Search](#) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Khwahish Taneja, HR Business Partner at 519-445-2223 ext. 4343 or via email at HRBP1@sixnations.ca.

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Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Director of Human Resources – Full Time – 078R1-25-3
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



POSITION DESCRIPTION HUMAN RESOURCES DEPARTMENT

POSITION TITLE: **Director of Human Resources**

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Chief Executive Officer (CEO).

PURPOSE AND SCOPE OF THE POSITION:

The Director of Human Resources, as part of the Senior Executive Team, shall oversee the Human Resource affairs of the Six Nations of the Grand River Elected Council (SNGR) and will carry out all statutory, operational and advisory responsibilities.

The Director of Human Resources shall provide the control, management and direction and effective and efficient administration of the Human Resource Department of the SNGR within the policies and procedures established by the Six Nations of the Grand River Elected Council (SNGREC). This position oversees all strategic Human Resources planning and organizational development functions.

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DUTIES AND RESPONSIBILITIES:

1. TECHNICAL

- Direct and supervise the operations of the Human Resource Department. Including the Human Resources Manager, Employee Relations Manager, Training and Development Manager, Health and Safety Manager, Payroll Manager, Executive Assistant and all other Human Resources personnel.
- Provide recommendations and participate in the development and administration of the Employment Policy and Health and Safety manual as required according to legislation changes.
- Ensure adherence to the Employment Policy and Health and Safety manual by providing correct information to Directors/Managers regarding all inquiries.

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- Interpret and implement all relevant Acts and legislation to ensure SNGR is in compliance.
- Act as a consultant to the Directors/Managers/Employees relative to human resources matters and deal with issues in a fair and just manner to ensure consistency throughout SNGR departments.
- Conduct or oversee internal investigations of complaints of alleged violations of policies and legislation and make appropriate recommendations.
- Mediate/conflict resolution to resolve employee/employer issues and facilitate mutually agreeable outcomes.
- Address all employee grievances in accordance with the SNGR Employment Policy.
- Develop and monitor overall HR strategies, systems, tactics, and procedures across the organization.
- Oversee the SNGR Health & Safety Program.
- Research, development and administer a performance management system, to achieve the short and long-term objectives of SNEC employees
- Evaluate employee performance of Human Resource staff.
- Represent SNGR at legal hearings as required.

2. ADMINISTRATIVE

- Oversee the classification and rating of occupations and development of job descriptions according to Six Nations Elected Council Policy.
- Oversee effective Staffing and Recruitment practices for SNGR to ensure successful job matches for optimal performance, succession planning and retention.
- Coordinate and draft training and staffing proposals for submission to Grand River Employment & Training.
- Coordinate and summer student proposals to Grand River Employment & Training on behalf of SNGR.
- Act as an advisor and/or facilitator in matters relating to team building and team performance at SNGR.
- Manage and develop the department budget that supports optimum operation of the department.
- Authorize expenditures within the delegated purchasing and spending authority.
- Responsible for ensuring the timely and accurate processing and reporting of the payroll function.
- Oversee the management and interpretation of both Short-Term Disability and Long-Term Disability, as well as the maintenance and negotiation of all Six Nations Elected Council Benefit Plans.

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- Oversee and offer input into all aspects of Health and Safety including Workplace Safety and Insurance Board (WSIB) claims and claims management, return to work processes and employee training.
- Prepare terms of reference for, and make recommendations on, the hiring of consultants to assist with and/or undertake Human Resources related projects as required; monitors their work and administers the agreements.
- Oversee disciplinary actions and processes up to and including termination and/or litigation.
- Design, facilitate or oversee training and development programs relative to Human Resources and ensure consistent application.
- Ensure proper recruitment and training of the oversight member panel
- Maintain employee records and documentation and ensure they are properly maintained and that they are kept confidential.
- Develop and coach the Human Resources staff.
- Perform employee exit interviews as required.

3. COMMUNICATIONS & LIAISON

- Act as a liaison with government agencies on Human Resource and Payroll issues: - Labour Canada re: Employment Standards; Ministry of Community and Social Services re: Support Deductions; Human Resources Development Canada re: Employment Insurance issues; W.S.I.B. re: employer/employee issues; Canada Customs and Revenue Agency re: Employment matters such as CPP & EI.
- Communicate with Directors and Managers to assist in identifying current and prospective staffing requirements and advise on staffing policies and procedures.
- Respond to inquiries, concerns and complaints from community members within a timely manner with respect to the Human Resources functions.
- Keep the CEO apprised of significant human resources or organizational issues.
- Prepare and respond to electronic mail.
- Compose briefing notes, memos, correspondence, and updates as may be required.
- Prepare communications to all employees and Managers on departmental updates and process changes.
- Preparation of effective presentations using Microsoft PowerPoint.
- Represent Six Nations Elected Council (SNGREC) and community in a positive, courteous, cooperative and professional manner.

4. OTHER RELATED DUTIES:

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- Attend meetings of appropriate committees: Senior Executive Team; Policy Review Team and Emergency Control Group.
- Attend meetings with SNGREC and or workshops as directed regarding management issues.
- Schedule and attend bi-weekly departmental meetings.
- Maintain a network with relevant external groups/organizations to maintain an awareness of contemporary or emerging issues in human resources management

WORKING CONDITIONS:

The work environment of this position is subject to high stress of interruptions, intense work-related problems of employees, and a degree of interaction with the public who may be hostile and or irate. There are many deadlines, which at times require unscheduled hours.

Must have the ability to take direction, prioritize and work independently, coping with many demands and work within time restraints. Attention to detail is critical.

WORKING RELATIONSHIPS:

With the Chief Executive Officer

Receives direction and guidance. Discusses plans, priorities and interacts to ensure tasks are done efficiently and effectively; receives instruction and supervision.

With the Directors and Managers

Provides administrative leadership, direction and support. Works in a cooperative and courteous manner.

With the Human Resources Management Team

Guide, mentor and coach and oversee.

With Government Ministries, Departments & Agencies

Must work in a cooperative, professional and courteous manner.

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With the Community

Represents and promotes SNGR and the Human Resources Department in a courteous, cooperative and professional manner, provides information and assistance.

To promote the image of Six Nations Community, SNGR and the Six Nations Departments in good faith through responsible professional conduct.

KNOWLEDGE AND SKILLS:

Minimum Qualifications

- University Degree in Human Resources Management, Labour Studies (Business or Public Administration) or related field
- Minimum of 5-8 years of progressive Human Resources experience, with at least three (3) years in a Director or Senior Manager role
- Certified Human Resources Professional (CHRP) or Certified Human Resources Leader (CHRL) designation
- Working knowledge and/or previous experience in a First Nations Environment.
- Superior knowledge of all relevant acts and legislation as it pertains to human resources e.g. Canada Labour Code (CLC), Employment Standards Act (ESA), Human Rights Act, Occupational Health and Safety Act.
- Must have working knowledge of Microsoft Word, Excel and Human Resources Information Systems (UKG would be an asset)
- Favorable police record check

Other Preferred Qualifications

- Certification in Alternative Dispute Resolution considered an asset
- Workplace Investigation Certificate considered an asset
- Must be self-motivated; ability to supervise staff and organize workers.
- Must have the ability to train and motivate staff and deal with internal Human Resource problems in a compassionate, fair and consistent manner.
- Must have excellent organizational, written and verbal communication skills.
- Must have the ability to work with tact and discretion, and a high level of confidentiality.
- Must have excellent people skills and ability to use diplomacy, tact and discretion.
- Superior analytical and problem-solving skills
- Must be trustworthy and reliable, motivated and confidence builder.
- Superior time management/organizational skills.

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- Must be able to assess skills and abilities of Human Resource and identify areas that need improvement and training.
- Exhibit professionalism and excellent customer service.
- Must have the ability to travel for work-related and professional development purposes.

IMPACT OF ERROR:

Errors in judgment and in the conduct of duties could lead to poor relations, confusion and misinformation being given to staff and government agencies.

Errors in judgment and in the conduct of duties could lead to financial loss and legal liability.

CONTROLS:

Guiding principles set by the Director of Human Resources and by Six Nations Human Resource Department. Works within the administrative policies and procedures established by the SNGREC for the Human Resources Department and other legislation provided by the respective government agencies.