



**Career Opportunity**  
Director of Human Resources  
(Full-time Permanent)

**Closing:**

May 22, 2026

**Anticipated Start Date:**

Immediate

**Salary Range:**

**\$100,000 - \$110,000**

(Based on Qualifications and Experience)

**General Description:**

The Director of Human Resources provides strategic leadership for all human resources functions, aligning people strategy with organizational goals. This role oversees talent management, employee relations, compliance, and culture development to support business performance and workforce engagement.

**Responsibilities:**

**Strategic Leadership 50%**

- Develop and implement HR strategies aligned with organizational goals
- Serve as a strategic advisor to executive leadership on workforce planning and organizational development
- Lead change management initiatives and foster a strong organizational culture

**Talent Management 20%**

- Oversee recruitment, hiring, onboarding, and retention strategies
- Design succession planning and leadership development programs
- Ensure effective performance management and employee development processes

**Employee Relations and Culture 10%**

- Promote a positive, inclusive, and high-performance work environment
- Address employee relations issues, including investigations and conflict resolution
- Ensure consistent application of HR policies and procedures

**Compensation, Benefits and Compliance 10%**

- Oversee compensation structures, benefits programs, and payroll coordination
- Ensure compliance with all applicable labor laws, employment regulations, and company policies
- Manage HR audits, reporting, and risk mitigation efforts

**HR Operations and Systems 10%**

- Direct HR operations, including HRIS administration and data analytics
- Develop and manage the HR department budget
- Supervise and mentor HR staff

**Note:** All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Sipekne'katik policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

**Qualifications and Experience/Skills:**

**EDUCATION:** Bachelor’s degree in Human Resources, Business Administration, or a related field

**EXPERIENCE:** 8–12+ years of progressive HR experience, including senior leadership roles

**KNOWLEDGE/SKILL/ABILITY:**

- In-depth knowledge of human resources management principles, practices, and trends
- Strong understanding of employment legislation, labour standards, and workplace regulations
- Knowledge of organizational development, change management, and workforce planning strategies
- Understanding of employee relations, conflict resolution, and investigation processes
- Knowledge of compensation, benefits administration, and HR information systems
- Strong strategic leadership and decision-making skills
- Excellent interpersonal and relationship-building skills with the ability to influence and advise senior leaders
- Strong communication skills, including the ability to present complex information clearly to diverse audiences
- Ability to manage sensitive and complex workplace issues with discretion and professionalism
- Strong analytical and problem-solving skills
- Ability to lead organizational change initiatives and support cultural transformation
- Effective team leadership and staff development skills
- Strong organizational and project management abilities
- Ability to manage competing priorities in a fast-paced environment
- Knowledgeable and familiar with the Community of Sipekne’katik

**DESIGNATION AND LICENSING:**

- Completion of a satisfactory criminal records check is required.
- CIHRP or other professional designations

**Benefits:**

This position comes with a variety of benefits including Sick, Personal and Vacation Leave, Health, Dental, Disability and Life Insurance, an Employee & Family Assistance Program and employer matched Pension Plan.

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email [employmentapplication@sipeknekatik.ca](mailto:employmentapplication@sipeknekatik.ca)

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits.*

**Only those applicants who qualify for an interview will be contacted**