



EMPLOYMENT OPPORTUNITY

Sturgeon Lake Cree Nation is seeking an individual to fill the full-time position of:

HUMAN RESOURCES MANAGER

Reporting to the Chief Administrative Officer, the Human Resources Coordinator is responsible for the overall direction, development, coordination, and evaluation of Human Resources programs and services for Sturgeon Lake Cree Nation. The Human Resources Coordinator provides leadership and guidance in the areas of recruitment, employee relations, performance management, policy development, workplace culture, training, and organizational effectiveness.

MAIN DUTIES:

- Provide professional human resources advice and service delivery to support all aspects of Sturgeon Lake Cree Nation operations
- Provide guidance on interpretation and application of human resource policy or procedures; monitor the effectiveness of the human resource policies and procedures; and coordinate an annual Personnel Policy review process and recommend necessary revisions, develop new policies, procedures, or forms as needed and as consistent with SLCN objectives
- Provide HR services as outlined in Sturgeon Lake Cree Nation Personnel Procedure Policy as they relate to the recruitment and selection process, contracts, offers of employment, dismissal, layoff, or exit interviews, employee performance evaluations, employee orientation, employee training, employee records and Occupational Health and Safety
- Oversee annual staff satisfaction survey and implement improvement actions
- Review annual reports prepared by the benefit/pension plan providers and recommend revisions as deemed necessary
- In consultation with Chief Administrative Officer and program managers, coordinate the implementation of an organization-wide training plan for employees, and prepare an annual report regarding training received by employees and its effectiveness
- Periodically provide in-house human resource training to program managers and supervisors related to safety, workers compensation board regulation
- Mediate workplace disputes, build consensus and achieve workable solutions
- Consult with legal counsel on human resource issues for verification of course of action
- Develop and maintain systems for tracking employee's monthly time sheets and accumulated credits, and HR records consisting of relevant employee information, ensuring privacy/confidentiality consistent with applicable law and policy

QUALIFICATIONS:

- Diploma or certificate in Human Resources, with two to five years of work experience in an HR leadership capacity, or equivalent combination of education and experience
- Knowledge of federal labour law standards including the Canadian Human Rights Act and the Canada Labour Code (labour standards and occupational health and safety)
- Excellent oral and written communication skills
- Strong analytical, problem solving, and conflict resolution skills
- Experience preparing briefing notes, reports and policies
- **CLEAR** Criminal Record Check including vulnerable sector is required
- Valid Class 5 Drivers License and reliable vehicle

Please submit **Cover Letter, Resume and minimum of three (3) References** by

August 14, 2026

By Mail: Sturgeon Lake Cree Nation
Box 757, Valleyview, Alberta T0H 3N0

By Fax: (780) 524-2711

By Email: employment@sturgeonlake.ca