



Bigstone Cree Nation – Local Government

Box 960

Wabasca, Alberta T0G 2K0

Telephone: (780) 891-3836

Facsimile: (780) 891-3888

FULL TIME HUMAN RESOURCES GENERALIST

Position Summary:

Reporting to the Bigstone Cree Nation (“BCN”) Executive Director, the Human Resources (HR) Generalist provides management, consultation, interpretation, guidance, coordination, facilitation, administration and valuation of the functions, policies, systems, processes and practices that support the Bigstone Cree Nation (“BCN”) human resources.

Duties:

- Evaluate, implement and manage policies and procedures to ensure compliance with Canada Labour Code and reflect our values, vision and strategic plan, ensuring consistency and equity of administration.
- Support and facilitate the recruitment, retention, professional development, performance management and succession processes.
- To maintain human resource files; personal privacy and confidentiality meeting all legislated requirements.

Training, Education and Experience:

- Bachelor degree (ie: social sciences, commerce (HR) or business management), or combination of relevant experience and education.
- Human Resource Practitioner

Knowledge, Skills and Abilities:

Communication: reading, writing, oral, presentations, strong vocabulary, listening

Interpersonal: listening, observation, non-judgement, understanding, caring, compassion, resilient.

Adaptability and flexibility: resourceful to seek creative solutions.

Problem solving skills coupled with analytical abilities that enable consideration of details and complexities of issues while achieving results.

Interpretation: perception, discernment, discrimination, appropriate procedures, choices, balance of information and factors, judiciousness, fairness, honesty, integrity, with courage to stand up for opinion

Integrity, ethics; ability to consistently maintain a high level of confidentiality

First Nations and indigenous cultural awareness and sensitivity is preferred

Knowledge of BCN culture, language, traditions and values would be an asset.

Please submit your cover letter and resume to:

lorna.auger@bigstone.ca

Box 960 Wabasca AB, T0G 2K0

Closing Date: Ongoing