

Director of Human Resources

Duration:	Division:	Salary:	Deadline To Apply:
Indeterminate, Full Time - Twelve (12) Month Probation Period	Human Resources	\$97,822.40 - \$110,510.40 per year (40 hours per week)	

Details

Purpose:

The Director of Human Resources (HR) provides strategic leadership and operational oversight for all human resources functions at the Mohawk Council of Kahnawà:ke (MCK). This role partners with senior leadership to develop and implement people strategies that support organizational goals, foster a positive workplace culture, ensure legislative compliance, and enhance employee engagement, performance, and well-being. The Director leads HR policy, workforce planning, employee relations, talent management, compensation and benefits, learning and development, and organizational effectiveness initiatives.

Roles & Responsibilities:

Strategic Leadership

- Develop and execute a comprehensive human resources strategy aligned with organizational objectives.
- Serve as a trusted advisor to senior leadership on people, culture, and organizational change matters.
- Lead workforce planning, succession planning, and organizational design initiatives.
- Champion diversity, equity, inclusion, and belonging initiatives.
- Research and develop funding proposals for submission to government entities or other agencies for HR related projects and functions.
- Oversee the development and implementation of an effective HR communication strategy and actively promote HR direction across the organization.

Policy & Compliance

- Develop, review, and maintain HR policies, procedures, and frameworks in compliance with applicable legislation and best practices.
- Ensure compliance with employment standards, human rights, occupational health and safety, privacy, and labor legislation.
- Oversee investigations, disciplinary processes, and grievance management in a fair and consistent manner.
- Regularly prepare and present reports, metrics, and recommendations to leadership.

Talent Management

- Oversee recruitment, selection, onboarding, offboarding, employee engagement, and retention strategies.
- Lead performance management frameworks and support leadership development.
- Guide learning and development programs, including training needs assessments and leadership development.
- Support succession planning and career development initiatives.
- Oversee the coordination of employee activities.

Compensation, Benefits & HR Systems

- Oversee compensation and classification structures to ensure internal equity and market competitiveness.
- Manage employee benefits programs and pension or retirement plans, where applicable.
- Lead HR information systems (HRIS) and data management to support decision-making and reporting.
- Oversee payroll in collaboration with Finance to ensure accurate, timely, and compliant administration.

Health, Safety & Wellness

- Support and promote workplace health, safety, and wellness programs.
- Collaborate with leadership and safety committees to ensure safe and healthy working environments.

Leadership and Operational Management of the HR Unit

- Develop and implement strategic plans and objectives for the unit in alignment with MCK's overall goals and mission.
- Set performance targets and key performance indicators (KPIs) for the unit, ensuring these align with broader organizational objectives.
- Oversee the day-to-day operations of the unit, ensuring efficiency, productivity, and quality in all activities.

- Develop, implement, and refine operational processes, procedures, and policies to enhance the unit's effectiveness.
- Ensure compliance with all relevant regulations, standards, and organizational policies.
- Prepare, manage, and monitor the unit's budget, including forecasting expenses and allocating resources effectively.
- Lead and manage the unit's staff, including recruitment, training, development, and performance evaluation.
- Foster a positive and productive work environment, promoting teamwork, collaboration, and professional growth.
- Serve as the primary point of contact for the unit, representing its interests and activities within the MCK and to external stakeholders.
- Collaborate with other units and external partners to achieve common goals and enhance overall organizational performance.
- Communicate effectively with stakeholders, including the Council of Chiefs, senior leadership, clients, and community members, to provide updates, reports, and information on unit activities.
- Monitor emerging HR trends, opportunities, and risks, and proactively adapt HR strategies and initiatives to address the evolving human resources environment.
- Collaborate with Legal Services on HR matters as needed.
- Provide HR advice to the senior leadership team.
- Serve as a neutral mediator for employee concerns and complaints, facilitating resolution and ensuring timely and appropriate closure.
- Act as a resource and advisor on HR matters for the Executive Office and Council of Chiefs during discussions as required.

Education & Experience:

- Bachelor's degree in HR, Business Administration, Industrial Relations, or a related field. Minimum of 8–10 years of progressive human resources experience, including senior leadership responsibility. Demonstrated experience in strategic HR planning.
- Master's degree in HR, Business Administration, Organizational Development or related field is considered an asset.
- Professional HR designation (e.g., CHRP, CHRL, CHRE or equivalent) considered an asset.

Knowledge, Skills, & Abilities:

- Demonstrate the ability to think strategically, anticipate future workforce needs, and align human resources initiatives with organizational goals and long-term priorities.
- Provide strong leadership by mentoring, coaching, and developing employees and leaders to build capacity, accountability, and high-performing teams.
- Act with honesty, professionalism, and ethical judgment, while taking responsibility for decisions and ensuring transparency and fairness in all human resources practices.
- Build and maintain respectful, productive relationships with leadership, employees, and stakeholders through open communication and collaboration.
- Lead and support organizational change by guiding leaders and employees through transitions in a clear, thoughtful, and structured manner.
- Demonstrate cultural awareness and promote inclusive, respectful practices that value diversity and support a safe and welcoming workplace for all employees.
- Strong knowledge of employment and labour legislation.
- Proven leadership, coaching, and people management skills.
- Excellent communication, negotiation, and conflict resolution abilities.
- Strong analytical and decision-making skills, with the ability to use HR metrics and data.

- High level of professionalism, discretion, and ethical judgment.
- Demonstrates professionalism, discretion, and courtesy when interacting with internal and external clients, fostering positive and respectful working relationships.
- Maintains confidentiality.
- Adhere to MCK Employment Policies and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- Willingness to learn the Kanien'kéha language.

Working Environment:

- Five-day work week is performed in an office environment with regular interaction with employees, leadership, and external stakeholders.
- Moderate to high stress due to workload and the sensitive nature of the position.
- Occasional overtime.

Requirements:

Please address your application to MCK Human Resources. Forward your complete application via e-mail only to: **Applications@mck.ca**

- Ensure complete applications are submitted, including Letter of Intent and Resume. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Indigenous candidates.
- When adding attachments, please use PDF format. Any other formats may be blocked from our system.

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

To Apply:

Email your applications with all the required documents to **applications@mck.ca**