

# Director of Human Resources

## Duration:

Indeterminate, Full Time - Twelve (12) Month Probation Period

## Division:

Human Resources

## Salary:

\$97,822.40 - \$110,510.40 per year (40 hours per week)

Deadline To Apply:

## 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**