



**Piapot  
First Nation**

General Delivery  
Zehner, SK S0G 5K0  
Ph: 306.781.4848  
Fax: 306. 781-4853  
[piapotnation.com](http://piapotnation.com)

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## **Human Resource Manager – One Full-Time Position Available**

### **About Piapot First Nation**

Piapot First Nation (PFN) is located northeast of Regina, with a population of approximately nine hundred members on reserve. Piapot controls lands which are comprised of over 19,000 hectares located throughout Saskatchewan. With an abundance of community programs, we take pride in our Nation, ensuring we maintain our cultural and spiritual teachings, which are of utmost importance in our daily operations.

### **Job Summary:**

We are currently seeking a Human Resource Manager to join Piapot First Nation. Reporting to the Band Administrator. The Human Resource Manager is responsible for the development, implementation and management of a comprehensive human resource program as per PFN Policies. The Human Resource Manager shall foster and maintain a constructive employee-management climate and maintain positive relationships and communication throughout Piapot First Nation administration and entities.

The Human Resource Manager is also responsible to work co-operatively and collaboratively with the Senior administrative team and Chief and Council.

### **Responsibilities will include, but not limited to:**

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains organization of staff by establishing a recruiting and interviewing program, counseling managers on candidate selection, conducting and analyzing exit interviews, and recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Development and implementation of policies, procedures, best practices, and controls for PFN.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees, scheduling management conferences with employees, hearing and resolving employee grievances, counseling employees and supervisors.
- Is a resource to management with performance management, policies and procedures.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and provincial requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains historical human resource records by designing a filing and retrieval system, keeping past and current records and utilizing the newly implemented HR Information Data System.



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- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
- Contributes to team effort by accomplishing related results as needed.
- Undertaking measures necessary to ensure that the PFN provides a healthy and safe environment.
- Other duties as required.

### **Knowledge, Skills & Competencies:**

- In order to qualify for this role, you will have a Bachelor's Degree and a minimum of 3 years of related experience or Business/HR Diploma and over 5 years HR and Management experience.
- Must have ability to manage a Human Resource team with outstanding leadership qualities.
- Must have knowledge in the following areas: Consulting and Advising, Diversity and Inclusion, Employee Engagement and Retention Management, Employee Relations, Employment Legislation, Policies and Procedures, Human Resources Management, Learning and Development, Learning Delivery, Occupational Health and Safety, Organizational Analysis, Recruitment and Selection, Strategic Human Resources Planning, Talent Management and Workforce Planning.
- You will also have exceptional communication, time management and prioritization skills. Similarly, the ability to interact with a variety of stakeholders including community members, while responding with courtesy, tact, and diplomacy. Above all, you must be a self-motivated professional who shows initiative and can work within a team.
- Good organization skills with the ability to work independently, reliable with a positive attitude.
- A valid driver's license and reliable vehicle.
- Ability to take direction and meet expectations.

### **DEADLINE: Open Until Filled**

If you are interested in applying for this position, please send a cover letter detailing your qualifications with your resume and three current work-related references to:

**Email: [hr@piapotnation.com](mailto:hr@piapotnation.com)**

ATTENTION: Human Resources

Piapot First Nation

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*We thank all those that apply, however, only those that are selected for an interview will be contacted. Piapot First Nation relies on The Saskatchewan Human Rights Code to give preference in employment; therefore, please indicate your status on the cover letter.*