



# Pictou Landing First Nation

## **Pictou Landing First Nation**

People & Culture (P&C) Manager

Trenton, Nova Scotia

Pictou Landing First Nation (PLFN) is searching for a hands-on, proactive Human Resources professional to develop and lead an employee-centric People & Culture function across the community. The People & Culture (P&C) Manager will be an integral member of the Executive team of the Community, working alongside the Executive Director, CFO, and Director of Communications to design, develop, and implement strategies that will attract, engage, retain, and develop employees across the Band Administration, while ensuring that the Human Resource function is appropriately aligned with Indigenous culture and values.

Pictou Landing First Nation is one of thirteen Mi'kmaq communities in Nova Scotia. With five reserves spanning a combined 527.6 hectares, PLFN's community members live in Fisher's Grant 24, at the mouth of Pictou Harbour and adjacent to A'se'k (also known as Boat Harbour). This was the site of a former tidal lake, which now forms part of the remediation site for the reclamation of waters and land for Pictou Landing First Nation. Services within PLFN include the band's administrative office, fire hall, training centre, a school, and fishing, gaming, and retail operations, as well as a health centre.

An organization focused on supporting the advancement and development of its community members, Pictou Landing has been working hard to bring awareness within Nova Scotia and across the country about Boat Harbour and the environmental racism they have suffered for more than five decades. They have also been focusing on economic development opportunities to support the betterment of the community and its people. As the People & Culture Manager, you will play a key role in developing an environment for the community's employees to thrive and prosper, while achieving their vision for the future.

## **Responsibilities**

Reporting to the Executive Director, the People & Culture Manager will create and lead the Human Resource function for Pictou Landing First Nation. The successful candidate will implement and maintain effective policies and practices, ensuring a respectful and ethical workplace, all the while working with senior leadership to build a community-focused Human Resources function and an effective team. Specific responsibilities include, but are not limited to:

- Develop, implement, and communicate culturally aligned Human Resource policies and practices that will maintain and improve employee relations and shape organizational culture. It is expected that the function will be developed and executed with a trauma-informed lens, respecting First Nations culture and practices.
- Advise leadership and other managers on HR and people-related matters to enhance organizational effectiveness and decision-making
- Collaborate with leadership and management to discuss issues, needs, and requirements related to workforce planning and recruitment, including the development of team members through coaching, training, and career pathing
- Develop and maintain job descriptions and ensure accountabilities are well understood by employees, supervisors, and managers



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- Support the attraction and recruitment of high-quality talent, including coaching leaders with respect to interview and selection processes
- Lead the development and implementation of performance management processes, providing support to managers and supervisors to effectively address performance concerns as they arise
- Manage and diffuse employee disputes by identifying and initiating quick and effective resolution plans, processes, and procedures
- Develop and evolve PLFN's Employee Value Proposition (EVP); driving a connection with organizational and Indigenous culture and ensuring contribution to the development of individuals, teams, and the organization
- Develop and maintain compensation/total rewards structures across the organization, including the provision of recommendations as it relates to annual cost of living adjustments for review by the Executive Director, Chief and Council, with consideration of equity for First Nations employees
- Oversee the negotiation, implementation, and administration of company benefits and incentives
- Correspond with external stakeholders including WCB, Human Rights, Labour Laws, and other regulatory officials
- Maintain knowledge of trends, best practices, regulatory changes and new technologies in HR, talent management, and employment law, with an emphasis on First Nations employees
- Other various responsibilities, as required and/or requested

## **Qualifications and Experience**

- Bachelor's degree in Business Administration (or similar field), with a major or post-graduate certificate in Human Resources Management
- Certified Indigenous Human Resources Professional (CIHRP) or other Professional Human Resources designation (CHRP, CPHR) is preferred
- Indigenous-Based Cultural Sensitivity Training, Non-Violent Crisis Intervention Training, and Respectful Workplace Training are required, or willingness to complete courses prior to employment
- 5-7 years' of experience in a role with comparable responsibilities or complexity, preferably within an Indigenous environment
- Must have an understanding of the unique values and dynamics of working within a First Nations community, including their political, governance, and community structures
- Understanding of the Reconciliation climate in Canada
- Exceptional verbal and written communication skills, with the ability to effectively communicate complex information to staff and other stakeholders
- High-level of emotional intelligence and self-awareness with an understanding of how to navigate cultural complexities and maintain an openness to understanding varied perspectives
- Excellent leadership skills, with the ability to motivate, mentor, collaborate with, and empower employees to perform to their highest capacity



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The People & Culture Manager will easily navigate being able to think strategically, while also providing hands-on, practical advice, creating an environment where colleagues are engaged, supported, and differences are respected. They will understand and align their strategy and approach to the culture and traditions of the First Nations community, respectfully following cultural beliefs and working with employees at all levels across the organization to implement safe, trauma-informed practices that are focused on positivity, reconciliation, and cultural healing.

Qualified applicants are asked to submit a resume and cover letter to Grant Thornton LLP via email at [ClientApplications@ca.gt.com](mailto:ClientApplications@ca.gt.com), citing “P&C Manager – PLFN” in the subject line no later than August 11, 2023.

We appreciate all expressed interest in this position; however, only candidates who have been selected for interview will be contacted. No phone calls please.

We encourage and consider applications from all qualified individuals regardless of race, religion, color, gender identity or expression, sexual orientation, national origin, disability, age, or those of other minority groups. Members of designated groups are encouraged to self-identify. All qualified candidates are encouraged to apply; however, Canadian Citizens and Permanent Residents will be given priority.