



Director of Human Resources

Assembly of Manitoba Chiefs

EMPOWERING OUR NATIONS

The Assembly of Manitoba Chiefs (AMC) was formed in 1988 by the Chiefs in Manitoba to advocate on issues that commonly affect First Nations in Manitoba. AMC represents all 63 First Nations in Manitoba with a total of more than 172,000 First Nation citizens in the province. The mandate of the Assembly of Manitoba Chiefs is through the Chiefs-in-Assembly, to devise collective and common political strategies and mechanisms for coordinated action by First Nations.

The Opportunity

Reporting to the Executive Director (ED), the Director of Human Resources (HR) is a senior leadership role responsible for overseeing all aspects of the organization's HR functions. This role ensures the development and execution of HR strategies, policies, and initiatives that align with the Assembly of Manitoba Chiefs (AMC) Secretariat goals and objectives. Working closely with the Senior Management Team (SMT) and the Chief's Committee on Personnel and Finance (P&F Committee), the Director of HR fosters a positive workplace culture, supports employee engagement, and ensures compliance with relevant labor laws and best practices.

Key Responsibilities include:

- ☛ Collaborate with the Senior Management Team and P&F Committee to develop and execute the AMC Secretariat's HR strategy aligned with organizational priorities.
- ☛ Provide strategic HR leadership and expert guidance on emerging trends, best practices, and workforce planning.
- ☛ Create, update, and oversee HR policies, procedures, and systems to ensure legal compliance and mitigate risk.
- ☛ Lead recruitment, onboarding, retention, and succession planning to build a high-performing workforce.
- ☛ Develop and implement performance management frameworks to enhance employee effectiveness and accountability.
- ☛ Deliver training and development initiatives that support employee growth and organizational needs.
- ☛ Manage employee relations, including investigations, conflict resolution, and disciplinary processes, ensuring fairness and consistency.
- ☛ Design and administer competitive compensation and benefits programs, ensuring compliance and operational accuracy.
- ☛ Drive organizational effectiveness, change management, and continuous improvement through HR metrics and data analysis.
- ☛ Communicate HR initiatives clearly across the organization and foster a workplace culture aligned with AMC's mandate and First Nation values.

Selection Criteria include:

- ☛ Bachelor's degree or Certificate in Human Resources, Business Administration, or a related field.
- ☛ An equivalent combination of education and experience may be considered.
- ☛ A minimum of five years of senior-level HR leadership experience is required.
- ☛ CPHR designation is an asset.
- ☛ In-depth knowledge of the Canada Labour Code, Employment Standards, and related legislation.
- ☛ Adherence to AMC policies and procedures, focusing on attendance and professional ethics.
- ☛ Experience working with First Nations, ideally including working with First Nations Chiefs.
- ☛ Knowledge of First Nations culture and traditions.
- ☛ Must possess a valid Class 5 driver's license and have access to a reliable vehicle.
- ☛ Ability to work flexible hours, including overtime, when required.

To apply, send a one-page cover letter and resume to chiamaka@harrisleadership.com quoting project #26114.

Preference will be given to First Nations people. If successful, applicants will be asked to verify citizenship documentation issued by a First Nation or government-issued documentation or affirmation from the Inuit, Métis, or non-status Indigenous community with which they identify.