



Kinistin Saulteaux Nation – HUMAN RESOURCES MANAGER

Job Title:	Human Resources Manager	Job Family:	Management
Department/Group:	HR	Position Type:	Full-time
Location:	Kinistin Saulteaux Nation	Date Posted:	October 21, 2026
Direct Supervisor:	Director of Operations	Post Expires:	Until Filled
Applications Accepted By: Please submit your resume, a brief letter of interest, and references to			
EMAIL: Human.resources@kinistin.com Subject Line: HR Manager		MAIL: PO Box 2590, Tisdale, SK S0E 1T0	

Job Description

POSITION SUMMARY

Kinistin Saulteaux Nation (KSN) is seeking a knowledgeable, organized, and experienced Human Resources Manager to lead and oversee the Nation's human resources functions.

The Human Resources Manager plays a key leadership and advisory role within the organization and is responsible for supporting effective people-management practices across all KSN departments. This position oversees recruitment and selection, employee relations, policy development and implementation, performance management, compensation and benefits, organizational development and training, HR records, and workplace compliance.

The HR Manager works closely with Directors, Program Managers, senior leadership, and Chief and Council to promote fair, consistent, respectful, and legally compliant employment practices while supporting KSN's organizational and community priorities.

The position also plays an important role in protecting the Nation from organizational risk and liability by ensuring HR decisions and processes are properly documented, consistently applied, and compliant with KSN policy and applicable legislation.

DUTIES AND RESPONSIBILITIES:

1. Recruitment & Selection

- Lead and coordinate recruitment and selection processes across KSN departments.
- Review applications and provide recommendations to hiring managers.
- Support Directors and hiring managers in identifying candidates for interviews.
- Develop interview questions and provide guidance to interview panels.
- Participate in interviews in an HR advisory capacity.
- Ensure recruitment and selection practices are fair, consistent, transparent, and compliant with KSN policy and applicable human rights requirements.
- Prepare and coordinate employment offers and other recruitment documentation as required.
- Maintain appropriate recruitment records and documentation.

2. Policy Development & Compliance

- Develop, review, update, and support the implementation of HR policies and procedures.
- Ensure HR practices align with the KSN Personnel Policy and Procedures Manual.
- Monitor changes to applicable employment, labour, and human rights legislation and recommend organizational updates where required.
- Provide policy interpretation and HR guidance to leadership, managers, and employees.

- Promote consistent application of organizational policies across departments.
- Identify areas where HR policies, procedures, or practices require improvement or clarification.

3. Employee Relations & Advisory

- Provide professional HR advice and guidance to Directors, Program Managers, supervisors, and senior leadership.
- Support workplace conflict resolution, investigations, complaints, and disciplinary processes.
- Advise management on performance concerns, corrective action, terminations, and other employee relations matters.
- Support appropriate documentation of employee relations matters.
- Promote fair, respectful, and consistent treatment of employees.
- Support the resolution of workplace concerns while maintaining appropriate confidentiality and professional boundaries.

4. Performance Management

- Oversee probationary and annual performance management processes.
- Support managers in establishing clear performance expectations.
- Assist with the development and implementation of performance improvement plans.
- Provide guidance regarding employee performance concerns and appropriate corrective measures.
- Maintain appropriate documentation related to employee performance.
- Support alignment between individual performance and organizational priorities.

5. Compensation & Benefits

- Support the development, administration, and review of salary grids and compensation frameworks.
- Provide recommendations regarding salary placement, adjustments, and internal equity.
- Coordinate and administer employee benefit programs.
- Support employees and management with benefit-related questions and processes.
- Monitor compensation practices for internal consistency and market competitiveness.
- Maintain appropriate compensation and benefits documentation.

6. Organizational Development & Training

- Identify organizational and employee training needs.
- Coordinate staff development and capacity-building initiatives.
- Develop and deliver HR-related training for employees, supervisors, and management.
- Support leadership development and effective people-management practices.
- Assist with employee orientation and onboarding initiatives.
- Promote continuous learning and professional development throughout the organization.

7. Risk Management & HR Compliance

- Identify and address HR-related organizational risks.
- Ensure HR decisions and processes are properly documented.
- Maintain strict confidentiality regarding employee and organizational matters.
- Support compliance with applicable employment, labour, privacy, and human rights requirements.
- Provide HR recommendations intended to reduce legal, financial, operational, and reputational risk to KSN.
- Promote fair and consistent HR decision-making throughout the organization.

8. Records & Reporting

- Maintain accurate, secure, and confidential employee records.
- Ensure HR documentation is complete, organized, and appropriately retained.
- Prepare HR reports, briefing materials, and recommendations for senior leadership and Chief and Council as required.
- Track recruitment, staffing, turnover, leave, performance, and other HR trends and metrics.
- Maintain organized HR systems and administrative processes.

- Ensure sensitive HR information is appropriately protected and accessed only by authorized individuals.

9. Other Duties

- Provide HR support across KSN departments and programs as required.
- Participate in organizational and strategic planning initiatives.
- Support organizational change and continuous improvement.
- Attend management, leadership, and other organizational meetings as required.
- Provide HR advice and recommendations on emerging organizational matters.
- Perform other related duties as assigned by the Director of Operations.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Post-secondary education in Human Resources, Business Administration, Commerce, Management, or a related field.
- A minimum of 3–5 years of progressively responsible Human Resources experience, including experience providing HR advice and guidance to management.
- Experience in several key HR functions, including recruitment and selection, employee relations, performance management, policy development, workplace investigations, compensation and benefits, and HR compliance.
- Demonstrated experience interpreting and applying personnel policies, employment standards, and human rights legislation.
- Experience handling sensitive employee relations matters while maintaining confidentiality, professionalism, and appropriate documentation.
- Experience supporting managers with disciplinary action, performance concerns, workplace conflict, and termination processes.
- Previous HR supervisory, management, or leadership experience is considered a strong asset.
- A recognized Human Resources designation or certification is considered an asset.
- Experience working within a First Nation, Indigenous organization, community-based organization, or similar governance environment is considered a strong asset.
- Knowledge and understanding of First Nations culture, governance, community dynamics, and Indigenous workplace environments is an asset.
- An equivalent combination of education, training, and relevant Human Resources experience may be considered.

WHAT KSN IS LOOKING FOR

KSN is seeking an HR professional who can balance employee support with organizational accountability.

The successful candidate will be approachable, respectful, organized, and professional while maintaining appropriate boundaries, confidentiality, consistency, and sound HR practices.

The HR Manager must be comfortable providing advice on complex and sensitive workplace matters and be able to communicate HR requirements clearly and respectfully at all levels of the organization.

The successful candidate should demonstrate a commitment to fairness, integrity, accountability, confidentiality, and respectful workplace practices.

CONDITIONS OF EMPLOYMENT

- Provide a satisfactory Criminal Record Check and/or Vulnerable Sector Check where applicable.
- Maintain confidentiality regarding all employee and organizational information.
- Comply with KSN policies, procedures, and confidentiality requirements.
- Participate in required organizational training and professional development.
- Maintain reliable attendance and the ability to fulfill the responsibilities of the position.