



GWA'SALA - 'NAKWAXDA'XW NATIONS

BOX 998 • 154 TSULQUATE RESERVE • PORT HARDY, BRITISH COLUMBIA, CANADA • V0N 2P0
PHONE: (250) 949-8343 • FAX: (250) 949-7402 • WEB: WWW.GWANAKNATIONS.CA

Senior Human Resources Manager

Department: Human Resources

Reports To: Chief Administrative Officer

Location: Port Hardy, BC

Status: Full-Time, Permanent

Hours: 35 hours per week

Wage: \$90,000-\$100,000 per year

Gwa'sala-'Nakwaxda'xw Nations (GNN) is seeking an experienced and people-focused Senior Human Resources Manager to lead our Human Resources function and provide strategic and practical HR support across the organization.

This is an opportunity to join a community-focused organization where HR plays an important role in supporting employees, strengthening workplace practices, and contributing to the continued growth and development of GNN.

Gwa'sala-'Nakwaxda'xw Nations is located adjacent to the community of Port Hardy, British Columbia, on the Tsulquate Reserve. Our community is home to approximately 1,100 members, with a strong connection to our lands, culture, language, traditions, and community.

GNN members continue to work toward long-term community development through education, social development, economic opportunities, protection of our lands and resources, and preservation of our culture and language.

Position Summary

The Senior Human Resources Manager is responsible for the overall leadership and administration of the Human Resources department and serves as a key advisor to the CAO, managers, directors, and employees.

The position provides leadership across the full range of HR functions, including employee relations, recruitment, performance management, workplace investigations, policy development, compensation, benefits, employee records, and compliance with applicable employment legislation.

The Senior Human Resources Manager will also provide guidance and support to GNN leaders in addressing workplace matters fairly, consistently, and in accordance with GNN policies, employment legislation, and best practices.

Key Responsibilities

Human Resources Leadership

- Lead the day-to-day operations and priorities of the Human Resources department.
- Provide HR advice and guidance to the CAO, directors, managers, supervisors, and employees.
- Develop, implement, and maintain effective HR policies, procedures, programs, and practices.
- Identify opportunities to improve HR processes, employee services, and organizational practices.
- Maintain a high standard of confidentiality, professionalism, fairness, and integrity in all HR matters.
- Supervise and provide direction to HR support staff.



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Employee Relations

- Provide guidance to managers and supervisors on employee relations, attendance, performance, conduct, workplace conflict, and other employee matters.
- Lead and support workplace investigations and prepare appropriate documentation and recommendations.
- Manage disciplinary processes in accordance with GNN policies and applicable employment legislation.
- Support the resolution of workplace concerns through fair, respectful, and consistent processes.
- Provide employees and managers with interpretation and guidance regarding workplace policies, procedures, and employment requirements.
- Work with leadership and external advisors when specialized HR or legal advice is required.

Recruitment & Workforce Planning

- Lead full-cycle recruitment processes, including job postings, candidate screening, interviews, reference checks, offers, and onboarding.
- Work with department leaders to identify staffing needs and develop appropriate recruitment strategies.
- Develop and review of job descriptions and organizational structures.
- Provide advice regarding compensation, qualifications, candidate selection, and employment conditions.
- Support workforce planning and organizational development initiatives.

Performance & Employee Development

- Support managers in establishing clear performance expectations and addressing performance concerns.
- Oversee employee performance review processes.
- Assist with identifying training, development, and professional growth opportunities.
- Support initiatives that contribute to employee engagement, workplace culture, and retention.

Compensation, Benefits & Records

- Support the administration of employee compensation, benefits, vacation, leaves, and other employment programs.
- Maintain accurate and confidential personnel records and ensure HR documentation is properly maintained.
- Review compensation structures and wage information and provide recommendations where appropriate.
- Work with benefits providers and employees to support effective benefits administration.

Policy, Compliance & HR Advisory

- Monitor changes to applicable employment legislation and advise GNN leadership on relevant requirements.
- Ensure HR practices are consistent with applicable legislation, GNN policies, and established organizational practices.
- Review and update HR policies, procedures, forms, and employment documentation as required.



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- Provide guidance on employment standards, workplace requirements, and other HR-related legislation.
- Maintain current knowledge of HR practices, Indigenous workplace considerations, and employment-related developments.

Organizational Support

- Participate in GNN management and leadership meetings as required.
- Work collaboratively with departments to support organizational priorities.
- Contribute to organizational planning, policy development, and workplace initiatives.
- Promote a respectful, professional, inclusive, and culturally aware workplace.

Qualifications

Education

- Post-secondary degree or diploma in Human Resources, Business Administration, Labour Relations, or a related field.
- CPHR designation or progress toward designation is considered an asset.

Experience

- Minimum of 5 years of progressively responsible Human Resources experience, including significant experience in employee relations and workplace investigations.
- Previous experience in a supervisory or management-level HR role.
- Experience providing HR advice to managers and senior leadership.
- Experience with recruitment, performance management, workplace investigations, employee relations, and policy development.
- Experience working with benefits, compensation, and employment records.
- Experience working in a First Nation, Indigenous organization, public sector, or similarly community-focused environment is considered an asset.

Knowledge

- Strong working knowledge of employment legislation and HR best practices.
- Knowledge of employee relations, progressive discipline, workplace investigations, accommodation, leaves, and performance management.
- Understanding of the unique considerations involved in working within an Indigenous community is an asset.
- Knowledge of culturally respectful and community-focused HR practices.

Skills & Abilities

- Strong leadership and decision-making skills.
- Excellent interpersonal, written, and verbal communication skills.



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- Ability to handle sensitive and confidential information with discretion.
- Strong conflict resolution, mediation, and problem-solving skills.
- Ability to provide practical and balanced HR advice in complex situations.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Ability to build positive working relationships with employees, managers, leadership, and community stakeholders.
- High level of integrity, professionalism, accountability, and sound judgment.
- Ability to work independently while also contributing effectively as part of a management team.

Working Conditions

- Full-time, 35 hours per week.
- Primarily office-based in Port Hardy, BC.
- Regular interaction with employees, managers, directors, leadership, and community members.
- May be required to attend meetings or events outside regular working hours on occasion.
- The position involves handling confidential and sensitive employee information and requires a high degree of discretion.

Conditions of Employment

- Successful completion of a criminal record check.
- Must maintain confidentiality regarding all employee, organizational, and community information.
- Must comply with GNN policies, procedures, and workplace expectations.

How to Apply

Please submit a cover letter and resume outlining your qualifications and experience to:

hr@gwanaknations.ca

Closing Date: October 9 2026

We thank all applicants for their interest. Only those selected for an interview will be contacted.

In accordance with Section 42 of the British Columbia Human Rights Code, preference may be given to qualified Indigenous applicants, particularly members of the Gwa'sala-'Nakwaxda'xw Nations and other First Nations, Inuit, and Métis candidates.