



JOB DESCRIPTION

POSITION TITLE	Director of Human Resources and Capacity	STATUS	Full-Time, Indeterminate
DEPARTMENT	Human Resources and Capacity	LEVEL	10
SUPERVISOR	Executive Director	REVISED	March 2, 2026

Context Statement

As an order of government in Canada, the First Nation of Na-Cho Nyak Dun (FNNND) has the authority and responsibility to manage lands and resources within its Traditional Territory for the benefit of present and future generations, in accordance with the FNNND Final Agreement, Self-Government Agreement and FNNND Constitution.

Job Overview

Reporting to the Executive Director, the Director of Human Resources and Capacity is a senior leader responsible for strengthening FNNND's human resources systems and organizational capacity. The incumbent develops, supports and mentors leaders to effectively manage, supervise and support staff. The incumbent provides strategic direction, technical expertise and comprehensive knowledge across all areas of human resource management, grounded in FNNND's cultural context and governance framework. The incumbent serves as the primary human resources advisor to Council, the Executive Director, Directors and Managers. The incumbent must carry out their responsibilities with cultural awareness, sound judgment, efficiency and a clear commitment to the best interests of FNNND. The incumbent oversees labour relations matters, supports organizational change initiatives and ensures the protection of employee privacy and confidentiality in all human resource functions.

Main Duties and Responsibilities

1. Leadership and Strategy:

- Provide strategic leadership on human resources matters aligned with FNNND's strategic plan.
- Deliver on HR strategic plans and annual workplans in alignment with identified priorities.
- Develop, model and support effective leadership practices.
- Provide professional advice and interpretation on all aspects of FNNND human resource management, including serving as an advisor on Committees as directed by Council.

2. Mentorship, Training and Capacity Development

- Provide leadership, support, guidance and mentoring to direct reports.
- Provide guidance and support to Directors and Managers to enable effective supervision and staff management.
- Communicate and collaborate with other Departments regarding recruitment and retention, action planning and feedback, staff relations and peacemaking, training and capacity development, disability and benefits management, HRIS and occupational health and safety.
- Identify and facilitate training and development opportunities for staff and FNNND citizens to increase FNNND citizen employment.
- Support succession planning and knowledge transfer initiatives across Departments.

3. Operations and Administration

- Oversee the Department's day-to-day operations.
- Develop and revise policies, procedures and processes that support effective staff management and legislative compliance.
- Develop annual workplans.
- Create and monitor departmental budgets in alignment with financial practices.
- Manage Department staff.
- Oversee administration of performance management processes, including probationary periods, salary increments and performance appraisals.
- Oversee progressive discipline processes, employment termination procedures and employee exit processes.
- Consult with legal counsel on employment-related matters as required.
- Perform other operational duties as required.

4. Recruitment and Retention

- Develop, manage and support policies, procedures and protocols related to recruitment, ensuring openness and transparency in hiring processes.
- In conjunction with Directors, develop and assess the effectiveness of retention programs, practices and incentives.
- Oversee job description development, job classification and compensation processes.

5. Action Planning and Feedback

- Develop policies, procedures and tools to support effective performance feedback practices.
- Develop tools, communications and processes to support Departments in addressing performance concerns in a timely, consistent and sensitive manner.

6. Relationships and Peacemaking

- Support and mentor Directors and Managers in strengthening employee relationships through planning, monitoring and appropriate feedback.
- Support Directors and Managers in addressing workplace conflict, providing advice, tools and communication supports to promote constructive change.

7. Organizational Design and Planning

- In collaboration with Directors, assess departmental HR needs.
- Recommend revisions to positions, organizational structures and reporting relationships.
- Support implementation of approved changes through structured communication and transition processes.

8. Policy, Procedures and Processes

- Monitor legislation, policies and best practices applicable to human resources, including the Canada Labour Code and FNNND laws and policies.
- Review and recommend amendments to Human Resources policies and procedures to ensure compliance and risk management.
- Ensure protection of employee privacy and confidentiality in accordance with applicable legislation and FNNND policies.

9. Disability and Benefits Management

- Support employees in accessing benefits, including short- and long-term disability and employee assistance programs.
- Periodically review benefits to ensure they meet the needs of FNNND and its employees.

10. Occupational Health and Safety

- Establish workplace health and safety policies, procedures and practices, ensuring staff receive appropriate training.
- Establish and support the FNNND workplace health and safety committee.
- Manage workers' compensation claims as required.

11. Technology and Reporting

- Provide leadership in the development and implementation of an HRIS to support tracking and reporting of human resources information.
- Report periodically to the Executive Director and/or Chief and Council on HR activities or trends that may require action.

Education and Experience

- Post-secondary degree or diploma in human resource management or a related discipline, combined with a minimum of three years of experience in a senior human resource management role; an equivalent combination of education, training, skills and experience may be considered.
- Demonstrated experience providing strategic human resource advice and operational oversight within a complex organization.
- Demonstrated experience managing employee relations matters, including mediation and conflict resolution.
- Certified Human Resources Professional (CHRP) designation is an asset.
- Experience working within a First Nation government or Indigenous community setting is an asset.
- Knowledge of FNNND history, culture, demographics, governance structure, goals and aspirations is an asset.
- Comprehensive professional knowledge of human resource management, including recruitment, organizational capacity development, employee relations, peacemaking, performance management and job classification.
- Working knowledge of legislation and regulations applicable to federally regulated employers, including the Canada Labour Code, occupational health and safety legislation and human rights legislation.
- Knowledge of FNNND culture and history, the Final Agreement, the Self-Government Agreement and the Constitution (or a willingness to learn).
- Experience with computerized Human Resources Information Systems and related software.
- Proficiency in Microsoft 365 applications, including Word, Excel, PowerPoint and Outlook.
- Demonstrated ability to work effectively in a developing and culturally unique government environment.

Management Skills

- Demonstrated experience working at a management level, including the ability to direct, supervise and evaluate personnel and to provide advice and guidance to others in fulfilling supervisory responsibilities.
- Demonstrated ability to develop and manage departmental and organizational personnel budgets.
- Demonstrated ability to lead program and policy development initiatives.
- Strong analytical, planning and prioritization skills with the ability to execute effectively.
- Sound judgment and strong decision-making, problem solving and conflict resolution skills.
- Demonstrated ability to manage high levels of responsibility and competing demands in a dynamic environment.
- Strong organizational and time management skills.

Interpersonal Skills

- Excellent oral and written communication skills, with demonstrated sensitivity to cultural context.
- Ability to mentor and support Directors, Managers and Human Resources staff in fulfilling their roles.
- Demonstrated discretion, tact and sound judgment in complex and sensitive situations.
- Ability to work effectively as part of a senior management team and to establish and maintain professional working relationships with staff, Citizens and the public.
- Demonstrated leadership presence with the ability to motivate and support others.
- Ability to maintain confidentiality and foster trust through professionalism and integrity.

Direction/Decision-Making

The goals, objectives and priorities of this position are established by the Executive Director and informed by FNNND strategic priorities, legislation, policies and governance direction. The incumbent works independently and as a member of the senior management team to provide professional human resources advice and expertise on matters affecting FNNND. The incumbent is relied upon to provide interpretation and guidance on human resources policies, practices and

legislative requirements. The incumbent develops workplans, manages budgets, supervises and performance manages staff and oversees the Department's day-to-day operations. The incumbent exercises considerable judgment and decision-making authority in achieving departmental and organizational objectives and in addressing emerging employment risks.

Impact and Accountability

The incumbent is accountable for the effective management of day-to-day human resource functions and for ensuring compliance with applicable legislation, regulations and FNNND policies. The incumbent's direction and decisions have a significant impact on staff performance, organizational capacity, the effective use of human and financial resources and overall confidence in FNNND's human resource practices. The incumbent's actions directly influence employee morale, organizational stability and FNNND's exposure to employment-related risk.

Working Conditions

The incumbent works primarily in an office environment, with occasional travel within and outside the Yukon. Regular working hours apply, with flexibility required to meet operational demands and emerging priorities. The role requires sustained mental concentration and the ability to manage both planned and unplanned tasks. Work may be interrupted throughout the day by staff, Citizens, clients and contractors. The incumbent may be required to respond to individuals who are upset or experiencing conflict. The position involves extended periods of sitting and computer use. The work environment is fast-paced and demanding, requiring strong organizational skills, time management and the ability to manage competing priorities. The incumbent routinely manages sensitive and emotionally charged employment matters requiring discretion and diplomacy.

Key Personal Contacts and Contact Nature

Contact	Nature
Executive Director	Direct Supervisor. Receive direction and feedback. Discuss emerging and ongoing issues. Problem-solving. Provide options and advice. Participate in Senior Management Team meetings. Discuss strategies. Prepare workplans, budgets, reports and updates.
HR Manager	Provide direct supervision. Evaluate performance. Advise and collaborate. Resolve problems. Develop workplans and budgets. Monitor and review programs and services.
Other HR Department Employees	Provide direction, guidance, problem-solving. Exchange information, receive updates.
FNNND Directors, Managers and Supervisors	Collaborate. Exchange information. Contribute to strategic planning. Develop solutions to problems and issues. Provide updates, support and cooperate in a unified team manner.
FNNND Citizens / Employees	Communicate information and respond to enquiries. Provide advice and guidance. Seek feedback.
Advisors / Consultants / Lawyers	Seek advice, provide detailed and factual information, discuss strategies, approaches, implement sound decisions and recommendations.
Other First Nations	Network, liaise, cooperate, research, share and provide mutual support.

Supervised Employees

- Human Resources Adviser
- Human Resources Technician
- Occupational Health and Safety Officer
- Professional Services Contractors
- Casual Workers as required

Conditions of Employment

- Police Records Check
- valid Class 5 Driver’s License and Driver’s Abstract

Amendments

This job description accurately reflects the present position, and may be reviewed and amended on a regular basis. Significant changes will be made following appropriate consultation.

Position Approval and Acknowledgements

Supervisor

I have reviewed the position (with the incumbent where applicable) and agree that this is an accurate reflection of the duties and responsibilities assigned to this position.

Incumbent

I have read the foregoing description and understand that it is a general description of the duties assigned to this position.

Supervisor

Incumbent

Date

Date

Department Director

Director of Human Resources

Date

Date