



Human Resources (HR) Lead

Employment Opportunity

Position Title:	Human Resources (HR) Lead
Reports To:	Executives
Hours:	35 hours per week
Wage:	\$41.85 - \$63.30 per hour <i>(starting wage commensurate with experience)</i>
Status:	Full-time Permanent
Start Date:	ASAP
Benefits:	Comprehensive benefits package RRSP matching
Location:	Burns Lake, BC

At Lake Babine Nation, we believe that through good governance, we will ensure all members have a healthy, traditional, and prosperous future. Our commitment to respect, honesty, tradition, and health and wellness helps enable a strong community and brings a rich culture to Lake Babine Nation as a workplace. Our commitment to excellence creates the opportunity for an empowering and rewarding career with the Nation.

JOB SUMMARY

Lake Babine Nation (LBN) is seeking a permanent full-time Human Resources (HR) Lead who is passionate about leading people-focused HR practices and supporting a safe, inclusive workplace for employees.

The HR Lead is responsible for providing hands-on leadership for LBN's HR procedures, programs, and day-to-day operations. Working closely with the HR Business Partner, this role leads recruitment, hiring, onboarding, performance management, and employee relations at the organization. The HR Lead ensures that HR services are efficient, culturally respectful, and aligned with the Nation's values while fostering a positive, engaging, and inclusive workplace.

The HR Lead will ensure that HR practices are implemented effectively and reflect the values and priorities of the Nation, while supporting a respectful, inclusive, and productive work environment with a people-first approach.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- Leads full-cycle recruitment: workforce planning, job postings, screening, interviewing, selection, and offer process.
- Oversees onboarding and orientation to ensure a welcoming and consistent experience for all new employees.
- Develops talent-attraction initiatives to support long-term staffing needs.
- Serves as the primary point of contact for employee relations issues, facilitating resolution and maintaining a respectful workplace.



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- Guides managers and employees on performance management, including goal-setting, feedback, and progressive discipline.
- Coordinates investigations and recommends actions consistent with policy and legislation.
- Implements and maintains HR programs such as attendance management, performance reviews, and recognition initiatives.
- Ensures compliance with provincial and federal employment standards and LBN policies.
- Provides coaching and support on HR best practices.
- Collaborates with the HR Business Partner on strategic initiatives and workforce planning.
- Supports change management efforts.
- Oversees HRIS data accuracy and personnel files, tracking and reporting on HR metrics, including recruitment, retention, and turnover.
- Supports talent development and career growth with employees.

MINIMUM REQUIRED QUALIFICATIONS

Education, Experience, Certifications, Training

- Lived or living experience and/or cultural expertise or knowledge of First Nations Peoples and communities.
- Undergraduate degree in an area of Human Resource Management.
- A non-HR degree, diploma, and experience in combination with a professional designation (e.g. CPHR) will be considered.
- Minimum of five (5) years of progressive experience in Human Resources.

Knowledge, Skills & Abilities

- Demonstrated understanding of Indigenous governance, traditions, and community dynamics.
- Knowledge of recruitment, retention, and people development practices.
- Excellent engagement and collaboration skills with the ability to build trusting relationships at all levels.
- Ability to work autonomously and motivate others without direct authority.
- Excellent communication skills with strong presentation and/or facilitation skills.
- Proficiency in using a variety of digital communication tools and platforms, including Microsoft Office Suite and HRIS systems.
- Ability to work effectively in a fast-paced, dynamic team environment.
- Knowledge of the *Canada Labour Code* and applicable provincial employment standards.



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Position-Specific Competencies

- Communication: presentation and facilitation skills, professional business writing, clear and confident communicator who can adapt to a variety of audiences.
- Critical Thinking: analytical, methodical, fact-based decision making, creative problem solving, considering different perspectives.
- Initiative: self-starter; takes responsibility for own time and effectiveness. Takes the first step to identify and address existing or potential obstacles, challenges, and opportunities.
- Conflict Resolution: anticipates, diffuses, and resolves disagreements, confrontations, tensions, and complaints with professionalism and kindness.
- Time Management: organized, prioritizes tasks, manages deadlines, delegates responsibilities, sets clear and professional boundaries, and accomplishes goals.
- Relational: uses a people-focused approach to develop trusting, collaborative relationships with staff, leadership, community, candidates, and key partners.

EMPLOYMENT REQUIREMENTS & CONDITIONS

Job Requirements

- Valid Class 5 B.C. Driver's License.
- Completion of a Criminal Records Check with satisfactory results relevant to the position.

Working Conditions

- Occasional travel to LBN's different offices may be required.

Apply Now!

Complete the [application form](#) and email it with your cover letter and resume to HR:

Attention: Human Resources
Email: hr@lakebabine.com

Pursuant to Section 41 of the B.C. Human Rights Code, preference may be given to applicants of Indigenous ancestry.

We thank all applicants for their interest; short-listed candidates will be contacted for an interview.