



Beausoleil First Nation Human Resources

11 O'Gema Miikaan
Christian Island, Ontario
L9M 0A9

(705) 247-2051 Fax: (705) 247-2239 Email: jobs@chimnissing.ca

EMPLOYMENT OPPORTUNITY Human Resources Manager

Posting Date:	May 7, 2026	Salary:	\$85,000-\$115,000
Classification:	Permanent	Closing Date:	22 May, 2026
Supervisor:	Chief & Council / Vacant DOO	Vacancy Status:	Replacement
Hours of Work:	35 hours/week		

Overview

Beausoleil First Nation is seeking a qualified and experienced Human Resources Manager to oversee all HR functions for the organization. Reporting directly to Chief and Council with the Director of Operations role vacant, the HR Manager serves as the senior HR professional for the organization, oversees a team of four staff, and provides strategic and operational HR support across departments.

The successful candidate will demonstrate professionalism, relationship based leadership, accountability, and a commitment to supporting a respectful and community-focused workplace within a First Nation government environment.

Please note that Beausoleil First Nation is located on Christian Island and ferry transportation is required to access the community.

Key Responsibilities Include:

- Plan, organize, direct, control and evaluate the operations of human resources or personnel departments
- Plan human resource requirements in conjunction with other departmental managers
- Co-ordinate internal and external training and recruitment activities
- Develop and implement labour relations policies and procedures and negotiate collective agreement
- Administer employee development, language training and health and safety programs
- Advise and assist other departmental managers on interpretation and administration of personnel policies and programs
- Oversee the classification and rating of occupations
- Organize and conduct employee information meetings on employment policy, benefits and compensation and participate actively on various joint committees
- Identifying, monitoring, and ensuring organizational compliance with all legislation and regulations that apply to Beausoleil First Nation operations, such as the Canada Labour Code, Employment Standards Act, Canadian Human Rights Code, Occupational Health and Safety Act, Accessible Canada Act
- Implementation of an HRIS system
- Assist with the development of a salary grid
- Presentations to chief and council as required

Qualifications:

- A university degree or college diploma in a field related to human resource/personnel management, such as business administration, public administration, commerce or psychology; or, completion of a professional development program or courses in human resource/personnel administration is acceptable
- Five to seven years of progressively responsible human resource management experience, development or training, as a human resources manager, an employment development officer or human resource specialist, or in a clerical or administrative position related to personnel administration, preferably in a First Nation Government or organization; or have an equivalent combination of education and experience.
- Previous work experience in a First Nation or Indigenous organization
- Certified Human Resource Professional (CHRP) designation is an asset
- Experience with pension and benefits would be an asset
- Valid driver's license would be an asset
- Annual clear CPIC/VSS is required
- Ongoing training as required

How to Apply

Submit a complete application package including:

- Cover letter
- Resume
- Relevant Degrees/Diplomas
- 3 Recent Employer References will be requested at a later stage

How to Apply: Email applications are preferred: jobs@chimnissing.ca Alternatively, drop off at the Beausoleil First Nation Administration Building.

Accessibility: BFN is committed to an inclusive, barrier-free process under the Ontario Human Rights Code and AODA. Accommodations are available on request.

AI Use: AI will not be used to make hiring decisions. In rare cases, it may assist with organizing application data.