

DIRECTOR OF HUMAN RESOURCES

Type of Position: Full-Time, Permanent

Closing Date: Until position is filled

Located in the breathtaking community of Happy Valley-Goose Bay, affectionately known as the “Heart of Labrador”, Mamu Tshishkutamashutau Innu Education (MTIE) is dedicated to supporting the educational journey of the Innu Nation. With two vibrant schools in Natuashish and Sheshatshiu, MTIE serves approximately 1,000 students from kindergarten to Grade 12, fostering a culturally grounded and student-centered learning environment.

We’re seeking a dynamic and strategic Director of Human Resources to join our leadership team. Reporting directly to the Chief Executive Officer, this role is pivotal in shaping and guiding MTIE’s human resources practices to align with our values and long-term goals. You’ll lead all aspects of HR—from recruitment and policy development to performance management and professional development—while championing collaboration, skill-building, and a supportive workplace culture.

Key Responsibilities

Strategic and Operational Planning:

- Alongside the senior leadership team, develop and implement human resources strategies and work plans aligned with MTIE’s strategic goals, objectives, and priorities.
- Establish HR metrics to track and report on key trends related to turnover, training, and staffing needs.
- Develop and implement action items based on HR metrics.
- Support risk management practices to protect and support MTIE to meet its mandate.

Financial Management:

- In conjunction with Finance, oversee management of the HR budget including financial controls, reports, and records.
- Identify financial requirements for the HR department and participate in the budgeting process.
- Prepare reports for funding entities.
- Provide relevant information to Finance on all new employees to support accurate data and record keeping for benefits, payroll, etc.

Core Operations:

- Create and maintain the Human Resource Policy including an annual review of all human resource policies.
- Develop, implement, and oversee OH&S policies and procedures, ensuring compliance with relevant laws and standards.
- Together with the Senior Facilities Manager, develop and maintain Facilities Management policies and procedures.
- Support policy implementation through staff training and coaching of supervisors. Support development of other policies as requested.
- Oversee incident reporting, investigation, and corrective action related to health and safety.
- In consultation with management, create and maintain the organizational structure by updating job requirements and job descriptions for all positions.
- Lead recruitment and hiring efforts aligned with resourcing needs and growth plans.
- Establish a robust onboarding and orientation process facilitated by HR and Management.
- Lead development, implementation and continuation of a succession planning process for key positions.

- Help support establishment and maintenance of a wage structure.
- Establish and maintain a means of collecting and managing employee records per regulations, including supporting the selection and implementation of a Human Resource Information System (HRIS).
- Create and maintain various human resource forms for use by employees, i.e., grievance, evaluation forms, annual review, etc.
- Provide direction and supervision to assigned team members.
- Liaise and provide advice to managers and staff on human resource management practices, problems, issues, etc.
- Support implementation of performance review processes including participation in the process with designated manager(s).
- Help support learning and development plans with managers and ensure their documentation and follow-through via the performance management process.
- Receive and solve grievance and incident reports in a timely manner without bias and via best practice methods, including engagement of experts as may be required.
- Coordinate investigations as required including via outside experts based on the nature of the investigation.
- Perform other duties and responsibilities as necessary in the performance of the position and as assigned by the CEO.

Skills and Qualifications

- Proven experience and knowledge of workplace legislation and regulations including potential legal liabilities associated with Provincial and Federal legislation.
- Knowledge of human resources management best practices and demonstrated experience implementing positive adoption of best HR practices.
- Strong communication skills with ability to communicate effectively and diplomatically both verbally and in writing.
- Demonstrated ability to build trust and work well with others through empathy, honesty and credibility.
- Exemplary compliance with confidentiality and sensitive matters.
- Superior ability to collaborate well with others and work towards consensus-based decision-making followed by decisive action.
- Strong judgement and problem-solving skills.
- Excellent organizational skills with the ability to effectively prioritize competing deadlines.
- Superior knowledge and understanding working within an Indigenous environment.
- Proficiency in Microsoft Office (Word, Excel, Outlook).

Experience and Education Requirements:

- Post-secondary education or certification in human resources or equivalent education is required.
- Minimum 5-7 years of supervisory/management experience in an HR capacity.
- CPHR designation is preferred.

Other Requirements:

- Be a role model to fellow staff by following and enforcing all policies and procedures.
- Display a commitment to the values and culture of MTIE.
- Ability to provide a clear criminal record and vulnerable sector check.
- Eligibility to work in Canada.

Compensation and Benefits:

- Competitive salary
- Extended Christmas and Easter closures
- Comprehensive benefits package

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications through Indeed via this link [Director of Human Resources on Indeed](#)

Only applicants who meet the above criteria will be contacted for an interview.