

# Senior Director, People and Culture - #23-060

## Department of People and Culture

**Position:** Permanent Full-Time (37.5 hours per week)  
**Location:** Hybrid/Provincial office - Station Tower (13401 - 108th Avenue, Surrey)  
**Closes:** Posting will remain open until filled and will close without notice  
**Classification:** Senior Director **Salary Range:** \$115,000 - 135,000 annually



MNBC's KAA-WIICHIHITOYAAHK (We take care of each other) Initiatives offers employees a competitive total compensation package including:

- comprehensive group benefit package or health-care spending account and enrollment in the Municipal Pension Plan
- 15 paid days per year for statutory and cultural days (Indigenous Peoples Day, Truth and Reconciliation Day, & Louis Riel Day)
- carpool, parking & public transit subsidies (Provincial Office only)
- educational spending account and professional development allowances to provide annual funding to continue lifelong learning and skills upgrade.
- remote workplace supports.
- internal advancement & redeployment opportunities

### ABOUT THE OPPORTUNITY

The **Senior Director** provides strategic leadership and guidance to MNBC's People and Culture operations. The senior director is responsible for setting, enforcing, and evaluating legally compliant human resources policies, procedures, and best practices, and identifying and implementing long-range strategic talent management goals. The position reports directly to the Chief Operating Officer.

### ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis citizens, assisting in the delivery of services based on policy, process, and specified regulations.

## KEY DUTIES AND RESPONSIBILITIES

- Collaborates with the senior leadership team to understand the MNBC's long-term mission and goals; identifies ways to incorporate Métis cultural values to support this mission through talent management.
- Identifies key performance indicators for the organization's people and talent management functions; assesses MNBC's success and market competitiveness based on these metrics.
- Researches, develops, and implements competitive compensation, benefits, performance appraisals, and employee incentive programs.
- Provides guidance and leadership to People and Culture management team; assists with resolution of people, compensation, and benefits questions, concerns, and issues.
- Ensures compliance with employment, benefits, insurance, safety, and other laws, regulations, and requirements.
- Acts as the payroll subject matter expert, providing guidance to the People and Culture leadership team, and is accountable for reviewing and signing-off the bi-weekly payroll function.
- Maintains knowledge of laws, regulations, and best practices in employment law, human resources, and talent management.
- Develops, implements, and monitors the budget for the department. Forecasts appropriately for training, development, and other related needs across MNBC.
- Participates in professional development and networking conferences and events.

## THE IDEAL CANDIDATE

- Bachelor's degree in Human Resources, Business Administration, or related field required; Preference may be given to candidates with a Master's or law degree.
- At least ten years of human resource management experience required, with strategic, talent management, and/or business development experience preferred.
- Chartered Professionals in Human Resources (CPHR) strongly preferred.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in BC.
- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Thorough knowledge of employment-related laws and regulations.
- Knowledge of and experience with varied human resource information systems.

- Proficient with Microsoft Office Suite or related software.

## OTHER COMMENTS

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC.
- There will be a need to attend meetings and events which may require work and travel outside of normal business hours.
- Ability to provide a satisfactory Criminal Record Check.

The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Indigenous (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.

PLEASE NOTE THAT CANDIDATES MUST APPLY using “**Senior Director, People and Culture - #23-060**” in the subject line of the email. Please send your resume and cover letter to:

Brent Weberg  
Chief Operating Officer  
**Métis Nation British Columbia**  
Email: [bweberg@mnbc.ca](mailto:bweberg@mnbc.ca)