



**PATHWAYS**  
**EXECUTIVE SEARCH**



**Director, People & Culture**





## Who We Are

Firelight is an incorporated Indigenous-owned consulting firm. Since 2010, we have been trusted by our clients to do high quality work that centers Indigenous knowledge and values to protect rights and advance self-determination.

We are a for-profit company, and we are also a values-based organization. To us, this means that the work we undertake must adhere to our vision and values as a company, while ensuring that we are successful and sustainable.

We are majority-owned by three First Nation individuals, who come from different parts of Canada: Ketegaunseebee (Garden River First Nation in Ontario), Gaa-gwekwekojiwang (Ebb & Flow First Nation in Manitoba), and Tr'ondëk Hwëch'in (Yukon). We recognize the importance of Indigenous leadership in the operations of our organization, and in setting the standard for all consultants working in Indigenous communities.

# About The Firelight Group **continued**

We acknowledge that the majority of our work is with clients on territories where we are invited guests, and with that, we bring respect, humility, and a willingness to learn in any context. We also acknowledge that Firelight's work plays a supporting role in the realization of our client's needs and objectives, and that we cannot center ourselves in the work we do. Rather, we provide client-identified support and services that amplify and strengthen community voice and participation.

We strive to move beyond traditional models of research and consulting, which can be characterized as primarily outside-expert driven and extractive, to a strengths-based approach. We do this by prioritizing and centering Indigenous knowledges, traditions, core values, world views, and cultural integrity.

As we continue to expand our team and the work we do, Firelight has established a strategic plan to guide our next 5 years. This plan outlines our vision for our future, the values that will guide us and a roadmap for how we get there.

## **VISION STATEMENT**

We are trusted leaders in the field of Indigenous consulting services providing innovative approaches to community-driven research, engagement and implementation to realize Indigenous sovereignty and jurisdiction.

## **OUR VALUES**

- **Relationships:** Building and nurturing reciprocal relationships is the core of what we do and who we are. We know our role as an Indigenous-owned company upholding Indigenous sovereignty.
- **Accountability:** We are accountable to our clients and to uphold the values of Firelight and our approach in the work we do.
- **Quality:** Our work is methodologically rigorous with products of the highest quality and continue to push boundaries of what is possible.
- **Responsibility:** We acknowledge our role in nurturing respect, trust, and taking responsibility for our actions.

# About The Firelight Group continued

## OUR APPROACH

Firelight endeavours to ensure a transfer of skills and knowledge during our work with Nations. We also aim to integrate community members into our teams, whether they are focused on research, mapping, policy, or negotiations so that community members gain skills and feel ownership of our work.

Training Courses Offered: Our training programs are designed to empower Indigenous Nations and build capacity for self-determination. Some of our courses include:

- Direct-to-Digital Mapping
- Indigenous Knowledge Research
- Impact and Benefit Agreements
- Environmental Awareness
- Socio-economic Impact Management
- Collaborative Initiatives

To learn more about The Firelight Group, please visit [www.firelight.ca](http://www.firelight.ca)





## The Role • Director, People & Culture

Reporting to the President, the Director of People and Culture is responsible for ensuring strategic, effective, consistent and legal human resources practices and policies throughout the organization. The Director will oversee all people and culture functions including employee and labour relations, recruitment and selection, training and development, compensation and benefits, performance management, occupational health and safety, and regulation compliance.

The Director is a member of Firelight's senior leadership team and is responsible for the organization's day-to-day people and culture operations, strategies, and programs. They work closely with Business Leads to support the work of the Program Managers and is responsible for the leadership, management, and supervision of the people and culture clerks.

### KEY RESPONSIBILITIES

#### Strategic Leadership

- Work with the President to develop and implement effective organization-wide human resources initiatives, policies and processes
- Oversee the day-to-day operations of the people and culture department
- Provide leadership and strategic advice with respect to organizational design and change

# The Role continued

- Gain insight into the operational and service delivery requirements of Firelight's services (including strategy, long-term goals, staffing/talent levels, and opportunities and challenges) and provide strategic solutions
- Act as a direct resource to the senior leadership team and management in the areas of recruitment, training, compensation and benefits, performance management, and occupational health and safety
- Complete independent projects to design and implement enhanced people and culture processes and services
- Provide leadership to all employees in building a respectful workplace
- Promote equity, diversity and inclusion in all initiatives and programs
- Attend senior leadership team meeting

## **Employee & Labour Relations**

- Foster and maintain a safe and respectful work environment for staff, supporting a culture of excellence that condemns bullying and harassment, and sexualized violence
- Monitor employees' time and attendance, and manage attendance issues including absenteeism, overtime, leave requests, vacations, etc.
- Provide internal advice, representing Firelight externally, on some of the organization's most complex and sensitive matters in the areas of labour relations, human rights, accommodation, workplace investigations, settlement negotiations, employee privacy, disability management, and return-to-work
- Provide advice and guidance to Business Leads and Program Managers pertaining to the interpretation and administration of various policies, procedures and employee agreements
- Represent the Employer in labour/management meetings as required

## **Recruitment & Selection**

- Provide strategic leadership and direction to the Business Leads and Program Managers on the recruitment, selection and onboarding processes for new employees
- Support the selection of qualified candidates through fair and legal processes
- Promote equity, diversity and inclusion in the workforce by removing barriers to employment

## **Training & Development, Compensation & Benefits, Performance Management, Operations, and Administration**



## The Candidate

### The successful candidate for this role will have:

- Bachelor's degree in a related field; CPHR designation is preferred
- 5-7 years of senior-level human resources experience, including expertise in labour relations and change management
- Current knowledge of HR industry trends, relevant legislation (Human Rights Code, Labour Relations Code, Employment Standards Act, Occupational Health + Safety, etc.) and compliance requirements
- Significant experience managing culture change projects, and guiding management and teams through strategic and operational change initiatives
- An equivalent combination of education, training and experience may be considered
- Strong leadership skills with the ability to facilitate collaboration among diverse groups
- Effective communicator (verbal and written); able to work effectively with co-workers and external agencies
- High emotional intelligence; uses tact and diplomacy in dealing with sensitive, complex and confidential situations
- Demonstrated ability to function as an effective leader, mentor, coach and facilitator
- Effective decision-maker; able to assess situations to determine the importance, urgency and risks; able to make clear and timely decisions in the organization's best interests
- Demonstrated ability to organize work, set priorities, meet deadlines, provide follow-up, and work under the pressure of time constraints
- Proven ability to problem solve and/or guide others in resolution of conflict issues

# Employment Highlights

Firelight is committed to respecting diversity within our workforce, and specifically to increasing the number of Indigenous employees within our organization. As a result, we encourage all Indigenous applicants to self-identify in our recruitment and staffing processes and preference may be given to these applicants. Applications will only be accepted through Indeed.

The position offers a competitive compensation package with a salary range of \$97,750 to \$132,250.

## Benefits include:

- 4-day work week
- Remote and hybrid work arrangements
- Professional development funding
- Flexible schedules for family and cultural obligations
- Health and wellness funding
- Regular team building opportunities
- + more!





# To Apply

For more details or to further explore this important strategic leadership opportunity, please contact:

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To apply, please submit a Cover Letter and Resume directly to Pathways Executive Search outlining your interest, qualifications, and experience.

**Pathways Executive Search** is a national recruitment firm offering Indigenous-focused professional services. With a mission to make recruitment and career journeys less challenging and more equitable, Pathways is guided by Indigenous values and principles of Indigenous inclusion, which underscore the capacity to build an inclusive process for all racialized and equity-deserving professionals.