



HR Advisor

Xat'sull First Nation | Cmetēm (Deep Creek), BC | Full-time, Permanent | In Person

Unified, Strong, Self-Determined, Holistically Sustainable and Prosperous

The Opportunity

At Xat'sull First Nation, we recognize that our people are our greatest strength. We are seeking a dedicated Human Resources Advisor to work in our Cmetēm (Deep Creek) office to champion our employees, strengthen workplace culture, and ensure our HR practices reflect the values and vision of our Nation.

Reporting to the Chief Administrative Officer, you will lead a broad range of human resources services, from recruitment and onboarding to employee development, performance management, policy development, and workplace health and safety. This is an exciting opportunity for an HR professional who is passionate about supporting people, fostering inclusion, and contributing to the long-term success of our organization and community.

In this role, you are responsible for the following key functions:

Employee Relations & Engagement

- Foster a positive and compliant workplace by leading HR policies, employee relations initiatives, and manager and staff guidance on HR best practices.

Recruitment & Onboarding

- Lead full-cycle recruitment and onboarding processes to attract, hire, and successfully integrate top talent into the organization.

Performance & Talent Management

- Drive employee growth and organizational success through performance management, compensation support, training, succession planning, and talent retention initiatives.

Health, Safety & Wellness

- Promote a safe, healthy, and supportive workplace through health and safety programs, benefits administration, disability management, and employee wellness initiatives.

Strategic HR Leadership

- Partner with senior leadership to develop and implement people strategies that support workforce planning, organizational effectiveness, and Xat'sull First Nation's strategic priorities.

You bring:

- Post-secondary degree or diploma in Human Resources or related field.
- Minimum 3–5 years of progressive HR experience, preferably in a First Nation, Indigenous, or public-sector environment.
- Experience in recruitment, policy development, and employee relations is required.
- Experience in interpreting and applying laws and regulations in daily practice.
- Proficiency in Microsoft Office and HRIS/payroll systems.
- Criminal records check (vulnerable sector) required.
- Strong organizational, problem-solving, confidentiality, and relationship-building skills.
- 2-4 years living/working experience in or with an Indigenous community and/or practices with broad knowledge/experience Indigenous culture, art, land, language and history or traditions.
- CPHR designation (or working toward designation) is an asset.

Details:

Wage Range: \$76,200 - \$95,000
Preferred Start Date: ASAP
Expected Travel: 5%
Closing Date: October 9, 2026

This search is being supported by Lantern HR & Leadership and they may contact you on our behalf regarding your application. Your information is being collected and used solely for the purposes of assessing your candidacy for the position that you have applied for. If you have questions about the collection and use of your personal information, please call Dorothy at (604) 768-7514

To apply, please submit a cover letter and resume outlining how you meet the qualifications to
Dorothy@lanternhr.ca.

Applicants must be legally authorized to work in Canada for the duration of employment.

Applications will be reviewed as received; early application is encouraged.