

The **Manitoba First Nations Police Service (MFNPS)** is seeking applicants for the position of:



Position: Human Resource Generalist
Reports to: Director of Corporate Services
Location: Headquarters, Brandon MB
Hours: Full-time

As a community-based organization, we focus on the seven sacred teachings to guide us through our daily activities and our strategic initiatives. In all we do, we maintain a deep respect for First Nations customs and traditions and have built our processes and policies around these traditions.

The **Human Resource Generalist** reports to the Director of Corporate Services and plays a critical role in supporting our organization's human resources functions. The Human Resource Generalist promotes employee well-being and maintains compliance with employment standards. This individual will work collaboratively with all members of our service, for the efficient and timely performance of the assigned duties and responsibilities.

QUALIFICATIONS:

- Must have working knowledge of Office 365 applications and ability to navigate Microsoft SharePoint and Human Resource Management Systems. HRMS/payroll knowledge is an asset.
- Human Resource Management Degree/Diploma/Certificate from a recognized post-secondary institution (Equivalent combinations of education and experience may be considered).
- Ability to work with moderate supervision and be able to produce accurate work while complying with procedures.

Specific duties shall include but not be limited to:

- Supports Director of Corporate Services in key HR & People Processes.
- Plan, develop, implement and evaluate human resources and labour relations strategies including policies, programs and procedures to address an organization's human resource policies.
- Advise employer and employees on the interpretation of human resources policies, compensation, benefit programs and collective agreements.

**Serve.
Protect.
Respect.**

Office: **204-856-5370**
Fax: **204-856-5389**

60132-A Highway 10
Brandon, MB R7A 5Y5

mfnp.ca
  

- Assist with collective agreements. Mediate labour disputes and grievances and provide advice on employee and labour relations.
- Prepare occupational classifications, job descriptions, salary scales and competency appraisal.
- Plan and administer staffing, total compensation, training and career development, employee assistance, employment equity, employee performance appraisals and affirmative action programs.
- Manage programs and maintain human resources information and related records systems.
- Research employee benefit and health and safety practices and recommend changes or modification to existing policies.
- Prepare the onboarding of new employees and support new employees to help them quickly integrate into the organization.
- Prepare job descriptions and advertisements.
- Assist with performance management documentation.
- Assist with disciplinary action and termination.
- Assist in policy updates.
- Provide payroll administration assistance.
- Benefit administration including new enrollments, terminations and disability claims.
- Follow and coordinate with Workers Compensation Board compliance.
- Handle details of a confidential nature.
- Employee relations: Providing guidance to employees on HR policies and procedures and ensuring that the organization maintains a positive and productive work environment.
- Assist with special projects and initiatives as assigned by the Director of Corporate Services.

What you need to be successful:

- Member of CPHR MB, working towards or have obtained CPHR designation an asset.
- Knowledge of or experience working within a unionized environment setting an asset.
- Knowledge of Manitoba Employment Standards.
- Results oriented with strong business acumen and proven ability to handle confidential information and ambiguous situations effectively.
- Confidence in dealing with various levels of the organization in a professional and respectful manner.
- Ability to multi-task and focus on competing timelines ensuring critical details are managed effectively and timelines are met.
- Excellent communication skills (verbal/written).

Training Opportunities:

- The MFNPS will support appropriate ongoing training to ensure proficiency with present and future HR legislation and procedures.

SALARY & BENEFITS:

MFNPS offers a competitive salary and comprehensive benefits package. The salary range for this position is **\$85,043.70 – \$97,789.65 annually**, commensurate with qualifications, experience, and organizational requirements. This position is an **out-of-scope, non-union role** and is not subject to the Collective Bargaining Agreement between MFNPS and the Manitoba First Nations Police Association.

OTHER REQUIREMENTS:

Successful completion of a background check prior to start date.
A valid Class 5 Drivers license is required.

DEADLINE FOR APPLICATIONS: June 24, 2026 15:00HRS

A complete application package should include:

- Cover letter
- Resume
- Written Letter of Reference
- Completed Consent to Release (available on website)

Please forward necessary documents to:
Human Resource Department
Manitoba First Nations Police Service
60132-A Highway 10, Brandon MB R7A 5Y5
Fax: (204) 856-5389, Email: mfnp@mfnp.ca

MFNPS appreciates the interest of all applicants: only those who receive and interview will be contacted. As an Indigenous employer we encourage First Nation, Inuit and Metis applicants to apply.