



**MILLBROOK**  
FIRST NATION

# OPPORTUNITY BRIEF

## Human Resources Generalist

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SEARCH CONDUCTED BY PLACEMAKING 4G | [p4g.ca](http://p4g.ca)



## About Millbrook First Nation

Millbrook First Nation is a Mi'kmaq community located in Millbrook, Nova Scotia, near Truro, with additional reserve lands in Beaver Dam, Sheet Harbour, Dartmouth, and Cole Harbour. **The community is well known for strong leadership and forward-thinking economic development.** Millbrook is home to several thriving ventures, including the Millbrook Power Centre and Treaty Entertainment.

At its heart, **Millbrook is a place of deep connection.** Mi'kmaw values guide daily life and shape how the community cares for one another. There is a steady commitment to the wellness of all generations, grounded in the belief that physical, emotional, mental, and spiritual health are intertwined. Millbrook continues to strengthen its governance systems and community services with a focus on collaboration, clarity, and transparent communication.

Millbrook's administrative team is made up of professional staff who work with care and intention to support community priorities. Their work reflects the community's commitment to growth, transparency, and effective governance, and is carried out with the understanding that every decision and program affects the daily lives of members. **Leaders and staff are dedicated to promoting a sustainable future for all, honouring cultural traditions while welcoming new opportunities that strengthen the community.**

Millbrook's administration spans a wide range of departments that support community wellness, growth, and opportunity. These areas include Education, Employment and Training, Health Services, Housing, Economic Development, Finance, Human Resources, Legal Affairs, Governance, Community Engagement, Culture and Heritage, Parks and Recreation, Communications, Security and IT, and Fisheries. Together, these teams provide essential programs and services that help strengthen Millbrook today while building a vibrant and sustainable future for generations to come.



## STATEMENT OF INTENTION

We deeply value the diverse perspectives and experiences that strengthen our team and community. Preference will be given to qualified Indigenous applicants, particularly those who identify as Mi'kmaq and/or are members of Millbrook First Nation.

We also warmly welcome applications from all equity-deserving individuals, including those who identify as African Nova Scotian, Black, racialized, a person living with disabilities, 2SLGBTQIA+, or newcomers to Canada. If you're comfortable, please share this information and your pronouns in your application.

To ensure a thoughtful and inclusive process, we've partnered with the P4G search team, who are committed to fostering a safe and supportive environment. They're here to listen and help accommodate your needs, ensuring your experience throughout this process is intentional, inclusive, and respectful.



# This Moment, This Position

Reporting to the Human Resources Manager, the **Human Resources (HR) Generalist** plays a key role in supporting Millbrook First Nation's people, processes, and culture. This position is ideal for a collaborative, solutions-focused professional who thrives in a dynamic environment and enjoys working closely with employees and leaders across the organization.

In this role, you'll manage core HR functions including recruitment, onboarding, employee relations, performance support, and policy development. You'll act as a trusted resource for employees and managers, helping interpret policies, guide workplace practices, and strengthen day-to-day operations.

To be successful, you'll bring strong relationship-building skills, a deep understanding of HR best practices, and the ability to navigate sensitive situations with professionalism and care. This is a meaningful opportunity to directly support a positive, inclusive, and productive work environment for all employees.



## How You'll Contribute

### General HR Operations

- Provide day-to-day guidance and support to employees and managers on HR policies, procedures, and best practices.
- Collaborate with the HR Manager on HR planning, process improvements, and policy development.
- Maintain positive working relationships across departments and support the HR team in delivering consistent, high-quality service.

### Compliance & Policy

- Ensure HR practices comply with applicable legislation, including the Human Rights Act and Labour Standards Act.
- Support the development, review, and communication of HR policies, procedures, and employee communications.
- Stay informed on workplace legislation, HR trends, and best practices.

### Employee Relations

- Serve as a point of contact for employee questions, concerns, and inquiries.
- Support the HR Manager in resolving employee relations matters, including investigations and conflict resolution.
- Contribute to initiatives that strengthen employee engagement and support a positive workplace culture.
- Coordinate employee satisfaction surveys and provide insights to help improve the employee experience.



# How You'll Contribute (Continue)

## Recruitment, Onboarding & Offboarding

- Lead the full recruitment cycle from job postings through to interviews, selection, and onboarding.
- Work with managers and directors to identify staffing needs, develop job descriptions, and prepare employment contracts.
- Conduct new hire orientations and probationary check-ins.
- Support off-boarding processes, including exit interviews and recommendations based on findings.

## Performance & Development

- Assist with annual performance review processes, professional development planning, and performance-related documentation.
- Monitor performance issues and support the HR Manager and leaders in improving productivity and employee development.

## Training & Capacity Building

- Coordinate training sessions, workshops, and professional development activities.
- Assist in developing training materials and supporting leaders in coaching and disciplinary practices.
- Provide guidance and support to other HR team members as needed.

## Communications & Reporting

- Coordinate HR communications, including memos, surveys, policy updates, and newsletter contributions.
- Maintain and update HR records, organizational charts, and related documentation.
- Prepare monthly updates and HR activity reports for the HR Manager.
- Review HR data and trends, supporting recommendations for improvement.

## Benefits & Compensation

- Support employees with benefits inquiries and enrollment as needed.
- Collaborate with the HR Manager and CFO to review compensation practices and ensure pay equity is maintained.



# What You'll Bring

## Education & Experience

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 5+ years of experience as an HR Generalist or in a human resources capacity.
- Experience in employee relations and HR compliance (minimum 1 year).
- Knowledge of provincial and federal employment standards, occupational health and safety, and human rights legislation.
- Familiarity with HRIS systems and HR-related software (asset).
- OHS, First Aid, and WHMIS certifications are considered assets.

## Skills & Competencies

- Strong interpersonal skills with a demonstrated ability to maintain positive, professional relationships.
- Exceptional communication, conflict resolution, and problem-solving skills.
- Ability to handle confidential and sensitive information with discretion.
- Strong organizational and time-management abilities with the capacity to manage competing priorities.
- Proficiency in Microsoft Office Suite and related business tools.
- Meticulous attention to detail and a commitment to high-quality work.
- Understanding of Mi'kmaq culture and the community of Millbrook First Nation is an asset.

## Other Requirements

- Valid driver's license.
- Ability to obtain a criminal record check.

# The Package

<b>Salary</b>	<b>\$55,000 - \$65,000.</b> Compensation is based on education, skills and experience.
<b>Benefits &amp; Perks</b>	Health & Dental coverage, Pension Plan, paid Vacation and Medical days, 2-week paid Holiday Shutdown, observance of Federal and Provincial Holidays, 4 additional Indigenous Holidays, and Summer Fridays.
<b>Schedule</b>	Monday to Friday, 32-hour compressed work week. Some evenings and weekend availability will be required from time to time.
<b>Location</b>	On-site at Millbrook Administration Office, 820 Willow St, Truro, NS B2N 6N7



## What to Expect

Hiring processes often reflect systems that don't work for everyone. At Placemaking 4G, we believe recruitment should be relational and affirming. Our desire is that candidates are respected, informed, and supported throughout.

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect an invitation to chat with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to get to know what inspires you.
- Selected candidates will proceed to a virtual interview with the Lead P4G Placemaker and 2-3 organization representatives.
- Finalists may participate in a second-round interview or skills activity (virtual or in-person).
- P4G will check employment references and assist in presenting an offer to the successful candidate.

**[Apply now by  
Clicking Here!](#)**

**Applications will be accepted until we have found our successful candidate.**

Please include a cover letter that speaks to your experience and offers a glimpse of your personality.

Wela'lioq!



### Have questions about the role?

Reach out to the Lead Placemaker at P4G to learn more.

**Amanda McNutt**  
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