# Employment Opportunities

**Position**: Employee Services Partner
**Department:** Employee Services
**Service Area:** Employee and Administrative Services
**Location:** Siksika Nation Tribal Administration
**Salary:** Based on Education and Experience
**Date Posted:** October 27, 2026
**Closing Date:** November 10, 2026
**Competition Number:** EASESP-07-10-27-26

**POSITION SUMMARY:**

The Employee Services Partner plays a critical role in facilitating the recruitment and talent management processes for the Siksika Nation Tribal Administration. This role involves facilitating various aspects of talent acquisition, onboarding, employee engagement, and performance management initiatives. Contributes to fostering a positive and high-performing work culture by ensuring the effective management of talent and supporting the growth and development of employees.

**DUTIES & RESPONSIBILITIES:** ***Duties include but are not limited to:*** **(Please contact below for complete job description)**

- Ensure legal compliance with reference to all aspects of the recruitment process, includes research, familiarity with Canada Labor Code standards, general employment law, and reading for updated knowledge and compliance.
- Editing job descriptions and qualifications; ensures qualifications are valid prior to posting.
- Ensure all job descriptions are updated by notifying supervisor/manager for annual updates.
- Evaluates recruitment and selection criteria to ensure conformance to professional, statistical, and testing standards, and recommends revision as needed.
- Advertises job vacancies, advertisements, collects applications, assists with prescreening and arranging interviews of applicants to obtain work history, training, education, job skills and other background information necessary for job/position.

**MINIMUM QUALIFICATIONS:**

**Required Knowledge, Skills, and Abilities**

- Strong knowledge of Human Resource best practices, labor laws, and compliance, employment legislation (Canada Labour Code, etc.), compliance and talent management principles.
- Superior to time management, organization and written skills are necessary.
- Familiarity with various recruitment methods such as behavioral interviewing, etc.
- Proven skills in Microsoft Office environment.
- Strong interpersonal skills, including the ability to relate to candidates, management, the public and a variety of others with cultural sensitivity.
- Diplomacy skills, organizational skills, leadership abilities and a high degree of integrity are required.
- Strong problem-solving and decision-making abilities, with a proactive and solution-oriented approach.
- Ability to handle confidential and sensitive information with discretion and professionalism.

Education and Experience

- Post-Secondary Diploma in Human Resources, Business Administration or related field required.
- Three years' experience in Human Resources administration, talent management or related roles required.

**Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.**

EMAIL recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.
CALL 403-734-5567 or 403-734-5579 to learn more.
WEBSITE www.siksikanation.com