



Human Resources Manager Job Posting

Position Summary

At Ulkatcho First Nation, people are more than just a “resource”. If you’re obsessed with people and culture and are looking for something better, something different, you’ve found it. Here at Ulkatcho First Nation, people are the beating heart of everything we are. If you’re creative, smart, hands-on, and look forward to helping shape an organization with a clear direction for moving the community and its people forward and earning its reputation as an amazing place to work, then you might be our kind of people.

- In consultation with the Operations Manager and management team, develops, implements, and maintains human resources policies, programs, management training, HR information sessions, and related procedures and practices that are consistent with all relevant standards and legislation.
- Works with managers to support and track absence management including approvals of vacation requests, sick time, leaves of absence, etc.
- Coordinates the administration of the organization’s benefits plan (enrollment, leaves, maintenance, Worksafe BC and LTD claims, terminations, and billings). Develops and monitors employee return to work and accommodation plans
- Coordinates the recruitment efforts for staff and contractors including recruitment, screening, interviewing, due diligence checks, and presenting offers of employment., and prepare employees for assignments by establishing and conducting orientation and training programs
- Ensure legal compliance by monitoring and implementing applicable HR federal and provincial (Canada Labour code) requirements, conducting investigations, and maintaining records
- Identify and recommend areas of improvement to internal standard operating procedures, including team restructuring and morale
- Manages a compensation plan by conducting periodic pay surveys, monitoring, and scheduling individual pay actions, recommending, planning, and implementing pay structure revisions.
- Investigates, reports on, and resolves HR related incidents including allegations of breach of privacy or confidentiality.
- Adheres to all policies and procedures.
- Performs other related duties as required.

• **Daily and Monthly Responsibilities**

- Support departments in the development and delivery of strategic HR plans to fit with the overall business direction
- Plan, monitor, and appraise HR activities by scheduling management conferences with employees, hearing and resolving employee grievances, training managers to coach and discipline employees, and counseling employees and supervisors
- Champion the onboarding process, ensuring the process is up to date and of high quality, providing clarity and connection for all employees and their role in relation to the overall vision
- Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures

- Build strong relationships with external suppliers, fostering trust and promoting collaboration
- Handle confidential matters with discretion
- Ensures employment records are maintained and are in compliance with relevant standards and legislation
- Collects and analyzes HR data. Prepares both regular and on-demand reports, makes recommendations based on outcomes and implements approved recommendations. Completes stakeholder surveys as required.
- Works collaboratively with the Health Director and Operations Manager to form & lead the Joint Health and Safety Committee.

• **Skills and Qualifications**

- Bachelor's degree in human resources, Business Administration or MBA.
- 5+ years in related experience developing, implementing, and evaluating Human Resource programs
- Exceptional communication skills- Excellent verbal and written communication with 100% fluency in English, interpersonal skills, and ethical mindset.
- Adept to problem-solving and conflict resolution
- Extensive knowledge of HR policies and systems
- Familiarity with HR software and working knowledge of MS Office
- Demonstrated ability to interpret and make decisions in accordance with human resources policies and procedures, and employment standards.
- Strong ability in using MS Office including Word, Excel, PowerPoint, and Outlook
- Environmental and industry trends impacting organizations and shaping the future of work and the future workforce

• **Preferred Qualifications**

- Chartered Professionals in Human Resources designation is an asset.
- Detail-oriented and organizational nature

• **Requirements:**

- Satisfactory Criminal Record Check
- Occasional use of a vehicle with valid BC class 5 driver's license.

Deadline: This posting will remain open until filled

To Apply:

Please send a cover letter, resume and three (3) references to the Ulkatcho First Nation Band Office by personal delivery to the Office Manager or via email to hr@ulkatcho.ca Please indicate "Human Resources Manager" in the subject line.

Applicants of Ulkatcho First Nation and/or Aboriginal ancestry are encouraged to apply.

*We thank all those who apply; however, only short-listed applicants will be contacted.

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