



HUMAN RESOURCES ADVISOR (PITT MEADOWS, BC)

On behalf of our client, Katzie First Nation (“Katzie”), we are searching for a Human Resources Advisor to join their team located in Pitt Meadows, BC. The HR Advisor, with the support of the HR Department, will be responsible for recruiting top talent and providing all staff members with an exceptional work experience to better serve their diverse community. Katzie’s territory extends south from the headwaters of the Pitt River in the north, to the Alouette River in the east, the Serpentine and Nicomekl Rivers in the south, and down the lower Fraser River to the mouth. Katzie have stewarded the lands and waters within their territory, handed down to them by their ancestors, for the benefit of future generations, since time immemorial.

The HR Advisor’s main duty is to maintain and improve employee engagement from the moment of hire until the time they leave the organization. As HR Advisor, you will also be tasked with ensuring that the Katzie culture welcomes a diverse population and fosters support for each person in achieving career goals within the organization. The ideal candidate will be skilled in managing compensation, benefits, recognition, training, performance, and employee relations in a manner that retains staff members long-term and builds their employer brand. Katzie is proud of the diversity in their workforce; they require someone who has demonstrated a broad understanding of human resources and how to apply and communicate best practices to a diverse group of personalities working towards the betterment of the organization.

Responsibilities:

- Supports senior staff by providing human resources advice, counsel, and support for employee relations, complaints, conflicts, and issues
- Provide guidance on HR policies and procedures, ensuring compliance with provincial and federal legislative requirements
- Partners with senior staff to manage recruitment and selection process to fill vacancies, including sourcing, testing, interviewing, hiring, and onboarding
- Oversees and tracks employee vacation, time off, and absence tracking
- Update job descriptions to ensure accuracy and compliance
- Oversee, guide, and support the senior staff to ensure the timely and effective completion of the performance evaluation process
- Works with senior staff to identify resources and programs needed to support the professional development of employees; tracks progress and provides updates as needed
- Liaise with the benefit provider to oversee benefits program administration for all eligible staff
- Regularly reviews compensation philosophy and conducts market survey and analysis to ensure the competitiveness of the organization’s wages and ability to attract talent
- Ensures adherence to all company policies and procedures, including safety requirements
- Identifies HR measures and utilizes results to show the organization’s performance, identify gaps and provide input into the overall strategy
- Accesses funding to support costs associated with HR-related initiatives
- Develops reports, workplans, and budgets as requested
- Assist with other duties as requested



Skills & Qualifications

- Post-Secondary Diploma/Bachelor's degree or equivalent work experience in Human Resources, Organizational Development, or Labour Relations
- Five (5) years of experience in Human Resources with a minimum of two (2) years at a management level
- Experience with Human Resources Information System (HRIS) systems is preferred
- Valid Class 5 Drivers and reliable transportation an asset
- Satisfactory Criminal Record and Vulnerable Sector check
- Demonstrated knowledge of Canada Labour Code, BC Employment Standards, WorkSafe BC, and relevant legislation and regulatory requirements to ensure organizational compliance
- Knowledge and respect of Katzie First Nation social structure, traditions, values, culture, protocols, and policies
- The capability to foster and maintain strong relationships both internally and externally and communicate with a variety of people of varying skill levels
- Ability to work well within a First Nations environment while demonstrating professionalism, flexibility, sensitivity, patience, diplomacy, and confidentiality
- Demonstrated competency in oral and written communication skills
- Proven ability to create a culture of engagement, collaboration, and teamwork
- Strong problem-solving and analytical skills
- The ability to influence, negotiate and mediate at all levels of the organization
- As a leader, the ability, flexibility, and willingness to do what it takes to support the organization's success
- A self-starter who works independently with minimal day-to-day supervision
- Basic to Intermediate proficiency using computers and Microsoft Office programs including Excel, Word, Outlook, and PowerPoint
- Willingness to participate in ongoing learning and development

This position will be of interest to an individual who is driven by meaningful change and enjoys being an integral part of First Nation policy development and processes to better enhance the decision-making process. Located in Pitt Meadows, the team works both remotely, and in the office. This role will have the opportunity to grow into a more senior position within a year or two based on demonstrated performance and fit within the organization.

If you are interested in learning more about this exciting opportunity, kindly forward your resume to cayce.fedberg@clearchoicehr.ca. We thank all interested applicants, however; only those selected to move forward will be contacted. Preference will be given to Katzie First Nation community members, but all who are qualified are encouraged to apply.