



HUMAN RESOURCES MANAGER (PRINCE GEORGE, BC)

On behalf of Kwadacha Nation, we are searching for a Human Resources Manager to join their team. The Kwadacha Nation (Tsek'ene) is commonly known as Fort Ware and is located 570 km North of Prince George at the confluence of the Fox, the Kwadacha, and Finlay rivers in the Rocky Mountain Trench. Serving a community of several hundred members the Kwadacha Nation's mission aims to build political, administrative, and operational systems that encourage the growth and strength their community, maintain pride in their heritage and support their goal of being among the most progressive of First Nations.

Reporting to the Executive Director, the Human Resources Manager will oversee all aspects of Human Resources for the Kwadacha Nation. This position will be responsible for recruitment and retention, health & safety, benefits, recognition, training, performance management, and employee relations. The actions in this position have a high impact on the overall culture, success, and reputation of Kwadacha Nation.

Key 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
- Knowledge of Canada Labour Code, BC Employment Standards, Worksafe BC, and relevant legislation and regulatory requirements to ensure organizational compliance
- Knowledge and respect of Kwadacha Nation's 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
- The 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.
- Strong problem-solving and analytical skills
- The ability to influence, negotiate and mediate at all levels of the organization
- 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
- The willingness to always demonstrate a positive example of the Core Principles of Kwadacha Nation

This role will appeal to HR professionals with varied skillsets who will enjoy taking "ownership" of all HR matters. Working as a key member of the team that embodies the Mission, Vision, and Core Principles of the Nation. The successful candidate will ensure the workplace maintains a positive team environment for employees who work together to provide the membership of Kwadacha Nation with the services they need. This position is an office-based position in Prince George. However, the successful candidate will regularly be hosting or attending meetings in the community. Therefore, applicants are expected to currently reside or be willing to relocate to the area.

In accordance with Section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference may be given to qualified candidates with Aboriginal Ancestry.

If you feel you have the demonstrated background and would like to be a part of a community-focused organization, we invite you to forward your resume to kam.ketler@clearchoicehr.ca. We thank all candidates for their interest, however only those selected for an interview will be contacted.