

Human Resource Advisor

About the Community:

Nuxalk First Nation is seeking a talented, culturally respectful Human Resource Advisor.

Located at the very west end of Highway 20, Nuxalk First Nation welcomes guests to its breathtaking Territory to work and to pursue a variety of outdoor recreational opportunities. Reporting to the Chief Administrative Officer, the Human Resource Advisor will provide guidance in all aspects of Nuxalk First Nation's human resources.

About the Position:

The Human Resource Advisor will provide support to all human resource functions within Nuxalk First Nation. This position is also responsible for developing and facilitating training and development sessions for managers and staff on human resource topics including performance management, conflict resolution, and human resource policies. The Human Resource Advisor is responsible for providing human resources advice to Nuxalk First Nation's Chief Administrative Officer and from time to time, providing advice to Chief and Council on employee relations matters.

Key Duties & Responsibilities: *Employee Relations:*

- First point of contact for Nuxalk staff on enquires related to human resource matters based on established processes and guidelines
- Provides managers with employee relations support, guidance and counsel in all areas of people management including, coaching and performance management
- Reviews and initiates actions to resolve employee concerns and escalates as appropriate
- Facilitates timely resolution of all employee relations issues and workplace conflict, including conducting workplace investigations

Training & Development:

- Provides training/coaching to Chief Administrative Officer and managers to ensure an engaged and productive workforce including talent management and performance management; conducting and analyzing exit interviews; providing human resource reports and recommends best practices
- In collaboration with the managers, ensures all regulatory training is conducted on annual basis (i.e. office health & safety, bullying in the workplace (lateral violence, preventing harassment and discrimination in the workplace, protection of privacy, confidentiality breaches and consequences etc.)
- Provides training/coaching to staff on employment regulations and internal policies, procedures and best practices

Recruitment & Selection:

- Prepare job postings
- Pre-screen candidates
- Schedule interview arrangements
- Conduct employment and education verification checks
- Coordinate criminal background checks
- Undertake reference checks
- Assists the managers to ensure that preliminary documentation is completed and all requirements met before hiring, and on termination

HR Generalist:

- Maintains the work structure by updating job requirements and job descriptions for various positions as indicated.
- Maintains human resource management guidelines by preparing, updating, and recommending human resource policies and

procedures. Updates the human resource policies and procedures accordingly and arranges training for employees on the changes.

- Ensures new employees are “onboarded” appropriately
- Supports the Chief Administrative Officer with tools to set appropriate “SMART” goals for performance measurement for employees during their probationary period and for long term employees
- Manages all correspondences and information related to employee relations and personnel information in a confidential manner.
- Provides support in implementing human resources programs and services with established processes and guidelines
- Conducts exit interviews
- Performs other related HR duties as assigned

Qualifications & Experience:

- Minimum 3 years of generalist experience in human resources including employee relations, recruitment and selection, training and development and performance management experience
- Post-Secondary education specializing in Human Resource Management or suitable combination of education and experience
- Excellent knowledge in provincial and federal employment laws, regulations and related legislations
- CPHR designation preferred
- Previous experience working with First Nations is an asset

Job Skills & Abilities:

- Professional written and oral business communication skills

- Ability to effectively collaborate in a team environment and able to work independently
- Effective and efficient in decision-making, conflict resolution, problem-solving and risk management
- Excellent advisory and coaching abilities
- Excellent “people” skills
- Excellent analytical skills
- Excellent organizational and time management skills
- Excellent presentation and interpersonal skills
- Ability to support change management
- Displays tact, diplomacy, good judgement and use discretion with highly confidential and sensitive employee information.
- Computer proficiency in MS Office applications

How to Apply: Please send your resume and covering letter to katrina.elliott@4cmc.ca. Closing date of January 25th, 2023. An attractive salary and benefits are offered. The employer is willing to negotiate a combination of remote/in-person work every month.