



Human Resources Generalist

Competition #: 2024-10

Location: Yaqit 7a:knuqti'it Administration Office

Position Summary:

Yaqit 7a:knuqti'it (Tobacco Plains Band) is a rural First Nations community located near Grasmere, BC. We are currently looking for an experienced Human Resources Generalist to join our team. This position will report to the Director of Shared Services and will be responsible for providing comprehensive HR services, leadership, guidance, and advice to management and staff. The role emphasizes the development and maintenance of a positive, respectful work environment while supporting the organization's cultural values and strategic direction. The HR Generalist will align HR strategies with the organization's mission and vision.

Responsibilities:

Employee Relations:

- Collaborate closely with directors/managers to facilitate and encourage sound HR processes to foster a supportive and positive working environment for all employees.
- Maintain compliance with Canadian laws, employee legislation, and requirements and uphold best practices.
- Conduct and manage inquiries and investigations to a wide range of employee concerns and complaints and address disputes, representing the organization, as required through the legislative and legal processes and/or challenges.
- Provide strategic HR advice to directors and managers, including performance management and recommended training initiatives to support staff development.
- Participate in working groups and committees and maintain current knowledge of employee trends.
- Oversee recruitment and retention, onboarding and orientations
- Maintain standardized employment contract terms and coordinate corporate compensation surveys.
- Maintain accurate and confidential HR records.
- Play a leading role in managing, developing, and implementing human resources policies and procedures.
- Establish and manage best practices for leave of absence and return-to-work plans.
- Actively lead and manage occupational health and safety programs and participate in first aid and health and safety committees; ensure compliance with occupational health and safety/WorkSafeBC regulations and policies.
- Develop and support a healthy HR environment through coaching, mentoring, and professional development for staff.

Qualifications

Required Education and Experience:

- Diploma or Degree in Human Resource Management or Industrial Relations. CPHR designation preferred.
- Two (2) to five (5) years of progressive HR experience. First Nation or local government environment preferred.



Yaqit Pa:knuqti'it

Required Knowledge, Skills, and Abilities:

- Knowledge of First Nation or local government organizational functions and responsibilities.
- Excellent interpersonal and communication skills.
- Demonstrated leadership abilities and conflict resolution skills.
- Ability to work effectively under pressure and adapt to changing priorities.
- Proficiency with MS Office and HRIS or other database programs.
- Sensitivity and understanding of the unique cultural environment of a First Nation organization.
- Demonstrated supervisory experience.
- Valid Driver's License.

Compensation:

- Salary will be commensurate with skills and experience, ranging from \$94,300 to \$115,000 annually.
- Medical, Dental, Disability, and Life Insurance.
- Pension Program.
- Standard benefits as a Federally Regulated Employer.

Application Process:

Please send your resume and cover letter to:

Email: hr@tobaccoexplains.org

Or mail to:

Director of Shared Services
Tobacco Plains Indian Band
PO Box 76, Grasmere BC V0B 1R0

This competition will remain open until August 30, 2024, at 12:00 PM.