



HUMAN RESOURCES TECHNICIAN

CORE SERVICES- HR DEPARTMENT

PERMANENT POSITION - FULL TIME

The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation's work by putting their best into all that they do and by conducting themselves at all times ethically, professionally and respectfully.

POSITION SUMMARY:

The Human Resources Technician provides support and contributes to the overall Human Resources function. This position meets objectives including, policies, procedures, and programs that provide an employee-oriented, high-performance culture that emphasizes empowerment, collaboration, quality, productivity, professional standards, goal attainment, and efficient HR administration.

This role provides general administrative operational Human Resources support to the Human Resources function, working in collaboration with the Director of Core, directors, managers, supervisors, and employees with a focus on recruitment & selection, new employee orientation, program administration, compliance, records management, capacity building initiatives, and employee communication.

This position reports directly to the director of Core Services. The HR Technician supports the Director of Core Services by providing consistent administrative and functional support across the department, providing support to address workflow gaps.

The successful candidate will support HR functions and initiatives and assist the KNC Core Services department with administrative functions.

DUTIES AND RESPONSIBILITIES:

- Assist in the implementation of HR strategies and initiatives aligned with the overall government strategy.
- Support with HR policies, procedures, and practices that harmonize and blend with Labour Standards, vision, values and mission of KNC. Ensure consistency and quality of administration yet provide interpretation and flexibility.
- Provide day to day administrative support to the Core Services department
- Recruitment and selection processes – including advertising, screening, interviewing, conducting reference checks and preparing correspondence.
- New employee orientation – code of conduct, confidentiality, benefits and policy communication, payroll and benefits enrollments, and core services.
- Confidential records – meet legislated requirements of employee records; information for managerial reports and analysis. Purely HR time off management.
- Personnel and payroll administration – prepare and process required documentation, and ensure appropriate authorities for personnel and payroll changes.

- Position management – support the HR Advisor and Senior Management with position descriptions for all established positions and ensure position descriptions are current and valuated and align with policies and procedures.
- Time off Manager System (PurelyHR) – ensure employee information for time benefits is set up, monitored, and adjusted as required.
- Performance management system – ensure employee information for appraisals is set up, monitored, and adjusted as required. Support with performance planning.
- Disability Administration – liaise with employees, directors, managers, team leaders, payroll, and benefits carriers regarding short and long-term disability benefits; return to work, etc.
- Occupational Health & Safety – as a standing member of the OH&S committee, this position ensures consistency with policies and practices. Liaises with WorkSafe BC and Group Health Benefits. Prepares safety reports.

QUALIFICATIONS:

Academic Preparation

- Post-secondary degree with a focus in Human Resources or Business Administration
- Certified Human Resources Professional (CHRP) is an asset

Required Skills, Knowledge and Experience

- **2-3 years minimum in an HR role; sound understanding and experience in recruitment and selection; compensation, and benefits.**
- Working knowledge of the Canada Labour Standards and BC Labour Standards
- Records management: organize and manage the entire lifecycle of employee documents to ensure proper storage of required records, controlled access to documents and information and timely disposal of obsolete files
- Ethical conduct and responsibility: set a positive example and fulfill responsibilities with the highest diplomacy of integrity, ethics, and professionalism. Must be discreet with sensitive confidential information.
- Communication: reading, writing, oral, presentations, strong vocabulary, listening, interpretation
- Interpersonal: listening, observation, non-judgment, understanding, caring, compassion, resilient
- Adaptability and flexibility: resourceful to seek creative solutions
- Problem-solving skills coupled with analytical abilities that enable consideration of details and complexities of issues while achieving results
- First Nations and Indigenous cultural awareness and sensitivity
- Customer service excellence: friendly, sincere, gracious, and driven for service excellence
- Organizational skills: strong office administration skills, strong organizational and multi-tasking skills and the ability to manage multiple projects successfully; prioritize work and projects; recognize the need for doing thorough and complete work, at the same time addressing the shifting focus and demands
- Detail-oriented; attention to detail is essential to this position
- Respectfully interacts with others with demonstrated qualities of sincerity, helpfulness, courtesy, and humility

The Ktunaxa Nation Council is committed to providing and maintaining a safe and healthy work environment for all employees and the people, Communities and Bands that we serve. Successful candidates must be fully vaccinated against infection by COVID-19. Candidates who are unable to be vaccinated due to a personal characteristic protected under applicable human rights legislation may request to be exempt from this requirement.

Ktunaxa candidates are encouraged to apply; support to apply for this position can be accessed through the Education and Employment Sector Service Center. Ktunaxa Applicants are encouraged to apply for this position regardless of experience or qualifications as on-the-job training may be considered.

Come with your willingness to learn!

Please submit your cover letter and resume
Telling us what attracts you to the position and how your experiences relate.

**Human Resources
Ktunaxa Nation Council
PO 7825 Mission Road
Cranbrook, BC V1C 7E5
KNC-HR@ktunaxa.org
Fax: (250) 489-2438**

CLOSING DATE: Open until filled

We thank those who apply; however, only those selected for an interview will be contacted.