

***This position description describes the principal duties and responsibilities of this position and does not imply that they are the only duties and responsibilities to be performed.***

**POSITION TITLE: *HUMAN RESOURCES GENERALIST***

**DATE: September 22, 2020      PROGRAM: *ADMINISTRATION***

**REPORTING TO: *SENIOR ADMINISTRATIVE OFFICER***

## **OVERVIEW**

*Akisknuk First Nation ("AFN") is a member Community of the Ktunaxa Nation. AFN Organization exists for the Community. Externally, we are here to serve the Community, and internally, we are our own Community, comprised of different departments unified by our Vision, Mission, and Values. As a team, through our own roles and departments, the AFN Organization works together to achieve our strategic plan "Our Thinking" and continue to progress and move our Community forward.*

### **Position Summary**

To provide operational Human Resource support to the SAO, managers, and employees. This will include recruitment, selection and orientation Program administration, compensation, and performance management. Development of policy and procedures, including performance evaluations, compensation policy. Managing compliance with approved Akisknuk First Nation policies. Manage employee relations and records. This position reports directly to the SAO

### **Duties and Responsibilities**

Development and maintenance of Akisknuk First Nation position descriptions. Lead role in the recruitment process, including advertising, screening, and interview processes. Conduct reference checks prepare correspondence and communicate with candidates.

New employee orientation. Introduction of new employees, orientation, and set up of workspace. Liaise with finance, payroll, and IT for all work requirements.

Meet legislated requirements of employee records. Manage in a confidential manner all employee files, maintain strict confidentiality.

Coordinate and participate in employee evaluations and probationary reviews.

File all necessary paperwork for all employees for payroll benefits. Develop and maintain compensations and salary administration policy, including wage or salary administration policy.

Manage the benefits program on behalf of Akisqnuq First Nation.

Maintain and update HR policy and procedures as necessary to conform to federal and provincial laws. Ensure enforcement of the HR policy in an equal and fair manner.

Liaise with all employees, managers and benefits carrier for HR related issues. including all benefit programs long and short disability and return to work.

Chair the OHS committee. Work with the health and public works departments to develop safety plans as well as deal with safety issues as they arise.

Research and recommend a time tracking and performance management system to council and management. Set up and manage the system.

Work with WCB and with employees.

### **Strategic Planning**

Participate in planning for the organization with a focus on specific staffing needs for each department.

### **Financial**

No Direct financial responsibility. An understanding of how HR issues affect the budget and the financial position of AFN.

### **Communication**

Strong communication skills. Reading, Writing, oral and presentations, vocabulary, listening and interpretation. Ability to understand nonverbal communication.

### **Inter-departmental**

This position will have contact and work with all departments and staff in the organization.

### **Position Qualifications**

Post secondary degree or diploma with a focus on Human Resources.

CPHR/CHRP designation considered an asset.

Chartered Professional in Human Resources/Certified Human Resources Professional.

### **Required experience.**

5 years experience in the HR field, with an understanding and experience in recruitment and selection. Experience with policy development and enforcement and advice interpretation. Strong background in benefits and performance management.

Working knowledge of federal and B.C. labour standards.

Strong facilitation skills and conflict resolution.

Work with integrity and strong ethics, and the ability to maintain high level of confidentiality.

Records management

Strong interpersonal skills, listening, observation, non-judgement understanding and caring.

Awareness and sensitivity of First Nation culture and traditions.

Adaptable and flexible with the ability to seek creative solutions.

Office administration skills, strong organizational skills, filing multitasking ability to prioritize work and projects.

Ethical conduct, must be discrete with sensitive and confidential information.

### **CRITICAL SUCCESS FACTORS**

The core of our business is serving the AFN Community and the Ktunaxa Nation overall. Therefore, anyone who joins the organization should have an understanding of AFN and/or the Ktunaxa Nation. This understanding can be gained from being a member of the AFN Community and/or the Ktunaxa Nation, being from AFN or Ktunaxa ancestry, or from working with the Community and/or the Nation. If a person looking to join the AFN Organization does not currently possess this understanding of the Community or Nation, they must demonstrate a genuine interest to learn more and immerse themselves in the culture to gain a greater understanding.