



ʔAQʔAM

**EMPLOYMENT OPPORTUNITY!
PERMANENT FULL-TIME
HUMAN RESOURCES GENERALIST**

The Human Resources (HR) Generalist provides management, consultation, interpretation, guidance, coordination, facilitation, administration and valuation of the functions, policies, systems, processes and practices that support the Organization's human resources. This position will create policies and procedures that align with the culture of the Organization and its mission and vision statements. It covers HR functions including policy development and interpretation, recruitment, position management, benefits, compensation, performance management and employee relations. This position provides human resources to ʔaqam, ʔaqam Community Enterprises, ʔaqam Trading and Gas Bar, and D&B Flagger and Traffic Control.

This position supports opportunities for growth and development of human capacity, while ensuring the human resource needs of the organization are met in the job positions and individuals in those positions.

The HR Generalist is a resource to employees and management and is responsible and accountable to the Chief Administrative Officer. This position, by its very function, holds confidential corporate and personal information and is obligated to protect that information.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of the Canada and BC Labour Standards
- Communication: reading, writing, oral, presentations, strong vocabulary, listening
- Interpersonal: listening, observation, non-judgement, 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.
- Interpretation: perception, discernment, discrimination, appropriate procedures, choices, balance of information and factors, judiciousness, fairness, honesty, integrity, with courage to stand up for opinion
- Integrity, ethics; ability to consistently maintain a high level of confidentiality
- Willing to undergo a criminal record check
- Ability to provide creative solutions to HR challenges and processes into the future.
- Continuous learning to obtain diverse base of skills and knowledge that will demonstrate value in servicing the strategic human resources needs of the organization: courses, on-the-job initiatives, networking and professional liaising, conferences and seminars, reading related journals and books
- Mediation and negotiation to support the reconciliation of various interests and needs
- Strategic business focus with practical, common sense, fit-for-purpose approach
- Financially literate
- Self-aware, resilient, thrive on changes, seek to find opportunity in every situation, self-managed
- Excellent organizational and event management skills

- Ability to prioritize work and projects, prepared to do through and complete work, at the same time addressing the shifting focus and demands
- Researching skills
- Excellent computer skills in word processing, Excel, internet research and email correspondence.
- Continuous learning to obtain diverse base of skills and knowledge that will demonstrate value in servicing the strategic human resources needs of the organization: courses, on-the-job initiatives, networking and professional liaising, conferences and seminars, reading related journals and books
- Mediation and negotiation to support the reconciliation of various interests and needs
- Strategic business focus with practical, common sense, fit-for-purpose approach
- Financial literacy
- Ability to foster a highly collaborative work environment working closely to build trust within the organization.
- First Nations and indigenous cultural awareness and sensitivity is preferred
- Knowledge of Ktunaxa culture, language, traditions and values would be an asset

TRAINING, EDUCATION, AND EXPERIENCE

- Bachelor degree in human resources or related field required;
- Chartered Professional in Human Resources designation, or working towards CPHR designation preferred;
- 3 years of experience as an HR Generalist/Manager, or an acceptable combination of education and experience.
- Valid Class 5 driver's licence

For further information about this position, including a list of duties and responsibilities, please visit our website **aqam.net** under *Employment and Contract Opportunities*.

Please submit your cover letter and resume marked "confidential" to:

Aqam Administration

7470 Mission Road, Cranbrook, BC, V1C 7E5 e-mail: cninine@aqam.net Fax: 250-426-8935

Closing Date: This position will remain open until the right applicant is found. Thank you to all those that apply, however only those selected for an interview will be contacted.

Preference will be given to candidates of Ktunaxa or other First Nations ancestry. If you are a Ktunaxa citizen who is interested in this opportunity but do not feel you have the necessary qualifications, please contact the Ktunaxa Nation Council Education and Employment Sector.