



JOB POSTING

HR GENERALIST

The First Peoples' Cultural Council is a First Nations-run Crown Corporation mandated to support Indigenous language, arts and culture revitalization in British Columbia, and is based in Victoria, B.C. We are looking for an experienced HR Generalist to join our team in supporting the success of programs in First Nation communities in B.C.

Summary

Reporting to the Chief Executive Officer, the HR Generalist will support the growth, strategy, direction and culture of the organization through the development and delivery of human resources programs and initiatives, including recruitment, employee relations, human resources planning, HR policy & practice, training & development and performance. The HR Generalist will also provide advice and assistance on the implementation of policies, and other human resources matters, to the CEO, managers and staff.

Responsibilities:

HR Administration and Policy Administration

- Develops and maintains strong relationships with managers and staff of FPCC, external service providers and government contacts related to human resources programs.
- Maintains and updates all employee files, ensuring all employee files are kept confidential in keeping with privacy and other legislation
- Completes all hire, change and separation paperwork
- Maintains and updates all job descriptions and keeps a database of all job descriptions; works with managers to ensure job descriptions are updated
- Ensures FPCC policies are compliant with required legislation
- Interprets policies and provides related assistance and advice to managers and staff
- Researches, recommends and updates policies to reflect the FPCC's mission, mandate and culture

Employee Relations

- Provides coaching, advice and assistance on HR matters to all employees and managers as required
- Recommends policy and process changes that will improve staff morale, satisfaction and engagement

Recruitment

- If required, develops job descriptions in concert with the relevant manager
- Designs and places job advertisements
- Working with the relevant manager, screens and interviews candidates
- Provides support in the selection of new recruits, including the determination of the salary to be offered and participating in salary negotiations
- Prepares employee contracts and letters of offer



Orientation and Training

- Recommends and develops orientation and training programs to develop employee skills and improve productivity
- Participates in the orientation of new recruits
- Follows up with managers to ensure proper orientation and training are provided
- Keeps track of orientation and training programs attended by staff

Compensation

- Administers salaries, including probationary and annual salary reviews

Performance Management

- Ensures probationary and periodic performance evaluations are conducted by managers
- Keeps track of all completed performance evaluations

Occupational Health & Safety

- Ensures the Company's OHS programs are compliant with relevant legislation
- Recommends and develops OHS programs and processes as required

Program and Budget Oversight and Administration

- Manages budgets for all human resources programs, including negotiating and managing work of contractors, and writing proposals for grants.
- Reviews program financial statements and monitors projects to ensure that revenues and expenses are within budget; communicates with the CEO and/or Finance Manager to resolve concerns.
- Effectively supervises and directs contractors, and internship and practicum students, and volunteers according to existing policies and procedures; hires, trains, coaches, develops and assesses performance; negotiates contracts, wages and work terms.
- Attends managers' and staff meetings and provides input and feedback on managerial level matters; collaborates with other managers and staff of the FPCC to provide support and advice as needed.
- Performs other related duties as required.

Education & Training

A post-secondary degree or diploma with an HR focus, supplemented by at least four years' similar experience, preferably in an Indigenous organization, or an acceptable combination of equivalent education, training or experience in related fields. A CHRP designation would be an asset.

Skills & Abilities

Must possess demonstrated ability as outlined below:

- Strong working knowledge of B.C. Employment Standards and relevant labour legislation;
- Demonstrated ability to coach and mentor managers and staff at all levels to achieve desired results;
- Fully versed with proven skills in the human resources cycle
- High personal, professional and ethical standards
- Ability to maintain a high level of confidentiality
- A collaborative, proactive, and results oriented approach



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- Leadership and presentation skills
- Excellent communication and relationship building skills
- Excellent analytical and critical thinking/problem solving skills
- Strong consulting and coaching skills
- Strong recruitment experience and knowledge
- Strong training and development knowledge and experience
- Experience in managing employment contracts would be an asset
- Experience developing and delivering training workshops would be an asset
- Experience with conflict resolution training would be an asset
- Experience managing staff and contractors would be an asset
- Excellent oral and written communication skills
- Initiative and sound judgement
- Experience with change management would be an asset
- Strong HR project management skills and experience and ability to meet deadlines and expectations;
- Ability to easily adapt as the situation demands, to meet strategic goals and objectives;
- Proven ability to be fiscally responsible and manage budgets as assigned;
- Excellent time management skills with the ability to prioritize one's self, the work of others and the ability to plan in advance for significant tasks;
- Ability to model neutrality and confidentiality to the organization
- Excellent time management skills with the ability to prioritize ones' self and the work of others; and ability to plan in advance for significant tasks
- Familiar with the MS Office Suite including Word, Excel, Power Point and Outlook
- Knowledge of and experience working with, BC First Nations and Indigenous communities

For more information about the First Peoples' Cultural Council, visit: www.fpcc.ca

Please send a resume and covering letter, by June 17, 2019, to:

PeopleLink Consulting Inc.

Email: resume@peoplelinkconsulting.com

Submissions from applicants with Indigenous ancestry are strongly encouraged to apply. Only short-listed candidates will be contacted. All applications will be treated with strict confidentiality.