



Northwest Inter-Nation Family and Community Services

Human Resources Manager

Live, work, and play in Northern B.C.

*Finish each day knowing that you have made a difference in the lives of others.
Receive full benefits and compensation based on experience and qualification,
including relocation assistance.*

Northwest Inter-Nation Family and Community Services (NIFCS), a Delegated Aboriginal Agency based in British Columbia, is seeking an enthusiastic **Human Resources Manager** to work in their offices in Prince Rupert and/or Terrace, B.C. on a full-time basis.

The successful candidate will participate in a wide range of human resources activities which include: full-cycle recruitment, job studies and market research, labour relations, training and onboarding, resolving employee questions and concerns, performance management, health and safety training and support, and benefits administration. This position contributes to our success by providing timely support while identifying ways to improve processes within the organization.

General Duties & Tasks:

- Implement various Human Resources policies, procedures, and programs
- Provide support to managers to ensure compliance with relevant legislation and collective agreements
- Respond to day-to-day inquiries from managers and employees, as required
- Develop job descriptions in concert with the hiring Supervisor
- Prepare employee contracts and letters of offer.
- Carry out recruitment, selection, onboarding, and orientation of new employees
- Maintain and update all employee files, ensure confidentiality for all files in keeping with privacy and other legislation.
- Conduct exit interviews and analyze data to identify trends
- Maintain employee records in compliance with legislation
- Ensure Team Leaders and Supervisors conduct probationary and periodic performance reviews
- Investigate and resolve employee concerns in a timely and confidential manner

- Provide training to managers and employees on various Human Resources topics
- Support the development and implementation of organizational change initiatives
- Recommend policy and process changes to improve staff morale, satisfaction and engagement
- Conduct research on best practices in Human Resources and share findings with the team
- Administer, maintain and improve services available via our HRIS.
- Develop and maintain strong relationships with Team Leaders and Supervisors, staff and external service providers related to human resources programs.

Qualifications and Personal Attributes:

The successful candidate will possess a degree in Human Resources or a related field, along with at least **4-5 years of related experience in progressively senior roles, preferably in a unionized environment.** Previous experience working with First Nations peoples, communities, or organizations is preferred. An equivalent combination of education and experience may also be considered. A valid Class 5 driver's license is required, along with a clean driving abstract.

To excel in this role, you will have excellent written and verbal communication skills, a high level of confidentiality, and the ability to work under pressure with professionalism and proven leadership skills. You possess the ability to recognize and respect cultural diversity with an understanding of Indigenous cultures and traditional approaches to practice, specifically in remote communities.

You are also able to exercise flexibility in balancing changing priorities and accommodating timelines while maintaining superior attention to detail and organization skills. You demonstrate exemplary leadership skills and you are eager to make a difference through your adherence to values, initiative and creativity! You are tech-savvy and possess openness and willingness to learn, with integrity and a high level of commitment to our vision and mission.

Benefits:

In exchange for your hard work and dedication, you will enjoy a **competitive salary based on skill and qualification**, plus a wide range of benefits, including:

- Extended health benefits
- Pension plan
- Life and disability insurance

- Relocation assistance
- 3 weeks vacation to start
- Professional development opportunities
- Regular team days for employee bonding and appreciation!

Submission Deadline:

- Closing Date: December 22, 2022.
- If you are interested, please submit a resume and cover letter outlining why you are interested in this role to: kathleen.bennett@nifcs.org
- We thank you for your interest, and will reach out to candidates who are shortlisted for the next stage of our selection process.

Please note: Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry. All employees are required to submit a Criminal Record Check with Vulnerable Screening and comply with the Occupational Health and Safety Act (OHSA), its regulations, and all occupational health and safety policies and procedures.

For the safety and well-being of our clients and employees, we require proof of COVID-19 vaccination before commencing employment. Accommodations will be made for those exempt from the COVID-19 vaccination, based on grounds protected by relevant human rights law.