

Job Title: **Workforce Planning & Placement (Indigenous Relations) Specialist**

Department: People and Corporate Services

Reports to: Director, Workforce Planning & Placement

Summary

BCIB is the provincial Crown Corporation responsible for implementing the Community Benefits Agreement (CBA) on select public infrastructure projects. The CBA prioritizes hiring of local, Indigenous peoples, women, 2SLGBTQ+ and other underrepresented groups and enables a culturally competent and respectful worksite. BCIB is committed to growing and mobilizing a safe, diverse, and skilled workforce and increase opportunities for apprenticeships.

The Workforce Planning & Placement (Indigenous Relations) Specialist will be responsible for the planning and implementation of workforce development and recruitment strategies for First Nations Communities, Training entities, Indigenous social and cultural organizations, Metis, and other organizations. The Specialist's primary responsibility will be to function within a multi-disciplinary team and develop integrated workforce development and recruitment strategies which are crucial to the success of Indigenous workforce recruitment and development for all CBA projects. Reporting to the Director, Workforce Planning & Placement, this position will work as the linkage to other cross functional teams such as Indigenous Relations and Communication in successfully executing Workforce Planning and Placement initiatives for the Indigenous candidates.

Essential Duties & Responsibilities

- Collaborate in designing and implementing quarterly recruitment and workforce development strategies for Indigenous candidates.
- Keep First Nations communities, ISETS, and training entities updated with changing labour demand projections for all projects
- Act as the point contact while building relationships with influential support organization and contractors, as well as candidates during the selection process. Includes but not limited to continuous engagement with Indigenous stakeholder, hosting BCIB 101 and information sessions, as well as identifying opportunities for collaboration and partnership.
- Work with First Nations, Indigenous trades training institutes, ISETS and other partners to develop transition to work initiatives to support Indigenous candidates.
- Work with First Nations and Indigenous organizations to identify barriers and challenges and collaborate with partners to mitigate.
- Represent BCIB and WPP at recruiting events (information sessions, career fairs, training centre presentations, etc.).
- Participate in activities to promote the CBA, and BCIB's Respectful Onsite Initiative.
- Prepares and publish executive reports and keeps Indigenous Relations and Respectful Onsite Initiative team informed of WPP Indigenous engagement activities, challenges, and successes.

Desired Skills & Qualifications

- Ability to meet firm deadlines with minimal supervision.
- Ability to project manage and balance competing priorities
- Technical or professional experience in Indigenous social services, education, job placement, community organization, business, personnel or public administration, or closely related area
- Well-versed in Indigenous cultural, traditions, values, and practices.
- Knowledge of challenges and barriers Indigenous workers experience in accessing opportunities considered an asset
- Existing relationships with Indigenous communities considered an asset.
- Excellent interpersonal and communication skills in developing rapport with Indigenous communities and employment & training professionals using relationship as a value add to support Indigenous candidates.
- Ability to travel to different regions of the province as required

Education & Experience

- Post-secondary education in Human Resources, Communications or Marketing an asset, however a combination of experience and education would be considered.
- At least 2 years of experience with Indigenous community-based experience required.
- Computer proficiency with Microsoft Suite (Excel, PowerPoint, Word, and Outlook) and experience developing and presenting communication materials. Familiar with the use of Salesforce management system an asset.
- A connection to or experience working within trades an asset.

BCIB is an equal opportunity employer and welcomes all those interested in the role to apply. BCIB staff will review all applications received, but only those shortlisted will be contacted for a follow-up interview.

Please send your resume and cover letter to jobs@bcib.ca