



Snuneymuxw

First Nation

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JOB POSTING

HR Generalist

(Full-Time, Permanent)

JOB OVERVIEW

Reporting to the Chief Planning Officer (CPO), the Human Resources (HR) Generalist is a professional who coordinates the human resources responsibilities and activities of Snuneymuxw First Nation. Using a trauma-informed approach, the HR Generalist manages recruitment processes, employee relations, performance management, regulatory compliance, health & safety, and training & development in alignment with Snuneymuxw's vision, values, and strategic objectives.

JOB RESPONSIBILITIES

As the HR Generalist, you will be responsible for the following duties:

- Manage all internal and external HR related inquiries or requests.
- Lead the recruitment process by identifying candidates, pre-screening, preparing interview materials, references and issuing employment contracts.
- Assist managers with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform initial SFN onboarding for new employees and update records of new staff and oversee probationary and annual employee evaluation process.
- Maintain both hard and digital copies of employees' records.
- Coordinate exit interviews with employees and managers to complete required forms for employees leaving the organization.
- Produce and submit reports on general HR activity.
- Assist with payroll and adhoc HR projects.
- Keep up to date with the latest HR trends and best practices.
- Participate on Occupational Health and Safety Committee and assist with WorksafeBC and Canada Labour Code forms and requirements.
- Identify and may coordinate training for employees to ensure workforce flexibility and skills improvement.
- Advise management and employees on all HR and safety matters.
- Assist payroll to administer the Snuneymuxw pension & benefits program, STD/LTD benefits, and resolve compensation issues.
- Monitor staff overtime, sick days, vacation days and absenteeism.



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- Facilitate workgroups, teams, and meetings within a positive environment.
- Deliver training presentations, curricula, and course materials using acceptable methods
- Performs other tasks and duties as assigned.

JOB REQUIREMENTS

Education:

- A university degree or college diploma, in public administration or business specializing in Human Resources, or equivalent 4 years of experience in the field.
- CPHR or other HR professional designation an asset.
- Completed coursework or training in using a Trauma-informed Approach preferred.

Experience:

- Minimum of 2 years of experience as a HR Manager, Generalist, Advisor, Specialist or equivalent required
- Minimum of 1 year recruiting experience
- Previous supervisory experience an asset
- At least 1 year in trauma-informed care (preferred).
- At least 1 year of working in a First Nation environment (preferred)
- Strong proficiency in MS Office (primarily Word and Excel) required
- Demonstrated working knowledge with HRIS and payroll systems preferred
- Experience with Visio an asset

Knowledge, Skills, and Abilities:

- Knowledge and prior experience in human resources management.
- Knowledge of legislation of Canada Labour Code, Occupational Health and Safety, Privacy, Human Rights. Awareness of BC Employment Standards.
- Knowledge of the unique and diverse traditional practices of Snuneymuxw (asset).
- Strong understanding or willingness to learn about Snuneymuxw's cultural values and protocols and incorporating them into the HR role.
- Relationship Building: Develops strong, collective relationships with internal and external partners, colleagues, and community members to build long term relationships as part of the canoe family.
- Customer Service: Demonstrates patient and warm presence, accompanied by a sincere drive for service excellence.
- Ability to fully understand HR functions and best practices.
- Work with managers to identify developmental needs of employees and provide coaching and mentoring where needed.
- Ability to maintain strict confidentiality.
- Strong business writing skills to create job description, postings, briefing notes, formal letters, etc.
- Strong presentation, oratory, and verbal skills.



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First Nation

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- Strong commitment to diversity management.
- Strong interpersonal skills with an ability to listen, observe and understand in a non-judgmental way while seeking to achieve creative and sincere solutions.
- Excellent time management and project management skills.
- Excellent diplomacy, tact, and interpersonal skills in dealing with a variety of people and information.
- Excellent relationship building skills, able to establish and maintain effective working relationship with staff, elected members, businesses, and communities.

Willingness Statements:

- You are required to possess and maintain a valid class 5 BC driver's license and have access to a reliable vehicle, as well as appropriate insurance for work.
- You are required to provide proof of your certificates and professional designations.
- You may be required to work additional hours, including evenings.
- You will be subject to satisfactory reference check and provide and maintain a satisfactory criminal record check.
- You must adhere to the Snuneymuxw First Nation's policies and procedures, including providing proof of valid Covid-19 Vaccine Pass

Please submit your current resume and cover letter to:

Snuneymuxw First Nation
Attention: Human Resources
668 Centre Street, Nanaimo, BC, V9R 4Z4
or email: HR@snuneymuxw.ca

Deadline Date: Sunday, March 5, 2023 @ 4PM



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Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

Achievement

Deliver what matters
Ensure clarity of direction and unity of purpose
Inspire excellence and strive for outstanding results

Collaboration

Work together to build successful teams and partnerships
Be open, inclusive and share knowledge
See, provide, and act on feedback

Community Commitment

Know our community and put them first
Listen to and understand community needs
Be responsive, close the loop and deliver on promises

Integrity

Own your actions, successes, and mistakes
Act with transparency, honesty, and respect
Do what you say you will do

Innovation

Look for ways to improve and create positive change
Think broadly and take a wider viewpoint
Be responsive to new ideas and opportunities