



Okanagan Indian Band

EMPLOYMENT OPPORTUNITY

Position Title: Human Resources Manager

This function could be fulfilled either by a full-time employee or through a contractual basis in the interim, pending the creation of this position.

The Human Resource Manager reports to the Executive Director, is a member of the senior management team and works in consultation with the Program Managers. The position guides and manages the overall provision of human resource services, policies and programs for the OKIB. The major areas of responsibility will include:

- assisting in recruitment and retention
- organizational and space planning
- performance management and improvement systems
- organizational development
- employment and compliance to regulatory requirement
- employee orientation, training and development policy development and documentation
- employee relations
- compensation and benefits administration
- employee safety, welfare, wellness and health
- HR related communications
- HR related facilitation across all program areas

The HR Manager originates and leads HR practices and objectives that will provide an employee-oriented high performance work culture that emphasizes empowerment, quality, productivity and standards, goal attainment, continuous improvement and the recruitment and ongoing development of a superior workforce. This will involve the development and implementation of HR-related quality assurance, quality control and risk management tools into structures, process and procedures across all program area, consistent with the OKIB Strategic Plan, to ensure stated outcome are reached. Corrective action, where indicated, is recommended to program managers for implementation and follow-up.

Specific Duties:

- Performance issues, attendance management, change management and implementation as well as providing solutions to other human resources issues.
- Delivers full recruitment services including needs analysis, job postings, sourcing, interviewing, and ensuring consistency within the organization. Co-ordinates hiring procedures in co-operation with the Program Managers.
- Resolves personnel conflict complaints and work related grievances by conducting reviews, extensive interviews and meetings with grievors, affected staff, and management in compliance with the appropriate legislation, and policies and procedures.
- Serves as a link between management and employees by handling questions, interpreting and administering policies and procedures, employment contracts and helping resolve work-related problems.
- Advises managers and staff on organizational policies and procedures matters and recommends revisions to Okanagan Indian Band's personnel policies in accordance with current legislation and employment standards.
- Reviews job descriptions and salary levels with comparable positions and recommends revisions.
- Administers, analyzes and modifies compensation and benefits plans to establish competitive programs and ensure compliance with legal requirements.

- Assists with the identification of training needs, the selection, development and delivery of appropriate training programs.
- Assists in the development and implementation of programs that will drive increased employee satisfaction and commitment level.
- Maintains personnel files for all staff and ensure that all legal requirements are met.
- Plans and conducts new employee orientations to foster positive attitude toward organizational objectives and develops and maintains an orientation manual for new staff.
- Develops and is the Executive Report to the Health and Safety Committee.
- Ensures that staff evaluations are performed regularly.
- Develops Succession Plan and options for management.
- Provide leadership in developing and directing HR quality improvement initiatives for all Okanagan Indian Band services.
- Monitor HR QA systems and advise executive team on system performance and report statistics regarding performance against set goals.
- Perform internal HR QA audits that are compliant with Okanagan Indian Band policies, practices, and procedures.
- Support new service development and continuous improvement by integrating HR quality assurance/control tools into process and procedures.
- Create and maintain QA control documentation.
- Identify relevant QA training needs and opportunities.

Job Knowledge:

The work requires the following knowledge, skill and/or abilities:

- Diploma or Degree in Human Resource Management, business administration, commerce, industrial relations or a related field, minimum 5 years experience in a senior role, and/or an equivalent combination of education and experience. CHRP designation would be an asset.
- Solid knowledge of Canada Labour Code, Employment Standard Act, Human Rights and other applicable employment legislation.
- Proactively seeks and applies innovation and creative thinking. Identifies opportunities and enhances current approaches for the purpose of continuous improvement, added value or increased efficiency.
- Works collaboratively and cooperatively as part of a team, promoting teamwork by understanding roles, defining deliverables, sharing information, communicating, building consensus and being accountable
- Strong employee relations and conflict resolution skills.
- Business minded to recommend strategic HR solutions to the management/executive team.
- Excellent relationship-building skills: ability to influence without authority, develop consensus, and build rapport with a wide variety of people. Bring clarity to grey areas, using a communication style adapted to internal customers.
- Ability to build strong relationships to influence and coach the management team.
- Ability to maintain confidentiality and impartiality while being empathetic.
- Ability to prioritize and handle multiple demands with tight deadlines.
- Previous experience with First Nations organizations preferred.
- Cultural competency and knowledge of the OKIB's cultural traditions.
- Skill in the use of workplace technology (computers, communications equipment, business software).

Personal Attributes

- Extremely detail-oriented and analytical thinker
- Able to interface directly with cross-functional teams.
- Able to develop, review, and maintain quality audits.
- Strong problem identification and problem resolution skills.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Able to build and maintain lasting relationships with other departments, key business partners, and government agencies.

- Strong work ethic and positive team attitude.

Relationships:

- Work requires all staff and senior management.
- Contacts are for the purpose of influencing program managers with respect to programming, including funding, new programs and research initiatives.

Working Conditions:

- Nature of duties and functions of position requires the successful applicant to work in a non-traditional work environment.
- May require additional hours of work and /or flexible hours of work from time to time.
- Valid Driver's License.
- Successful Criminal Record Check.

Please apply by submitting a cover letter and resume to Okanagan Indian Band, Human Resources, e-mail howard.campbell@okanagan.org, By Mail Please Address to Attn. Howard Campbell 12420 Westside Rd Vernon BC, V1H 2A4 Fax: 250 542 4990

Applicants of Okanagan and/or Aboriginal ancestry are encouraged to apply.

Deadline for Applications: March 20, 2012 (EXTENDED DEADLINE)
This posting will remain open until hired

**** Only short-listed applicants will be contacted****