



Job Posting UNB Human Resources Manager

The Upper Nicola Band (UNB) is inviting applications for an exciting new position of Human Resources Manager. Reporting to the Band Administrator, the Human Resources Manager will develop, build and manage the human resources function for the band which currently has approximately 80 employees. As part of the senior management team, and to support the strategic priorities of the Band, the HR Manager will:

- Provide expert advice and consultation on a full range of human resource matters to the Band Administrator, staff and Chief and Council.
- Assume primary responsibility for corporate policy, legislative compliance, risk management and standards development in the human resources function.

Duties and Responsibilities:

Provide a full range of generalist human resources services i.e.;

- Human Resources Strategy, Planning and Policy Development
- Professional Practice
- Recruitment and Retention
- Total Rewards
- Health, Wellness and Workplace Safety
- Learning and Development
- Workforce Planning and Talent Management
- Employment Relations
- Human Resources Metrics
- Capacity development within the community.

Skills, Qualifications and Experience:

- Certified Human Resources Professional (CHRP) designation is desirable.
- Bachelor's degree in Human Resources or Human Resource Management Diploma (or Commerce or Business Administration with a major in Human Resources Management).
- Minimum of 5 years related HR experience, preferably within an Indigenous environment.
- Experience in management and supervisory principles, organizational theory, job design and evaluation, total compensation, recruitment and retention, employee relations, performance management and health and safety.
- A sound understanding of legislation and regulations governing human resources practice including: Canada Labour Code, BC Employment Standards; the Human Rights Code; the Pay Equity Act; the Labour Relations Act; Workman's Compensation Act; Occupational Health and Safety Act; Employment Insurance; pension legislation; the Canada Pension Plan; the Income Tax Act
- Demonstrated project management, organizational, analytical, presentation, interpersonal, oral and written communication, and computer skills.

Total Compensation: in alignment with the current UNB's wage grid and benefits package.

Please send résumé and cover letter by DATE via e-mail to:

Human Resources - Upper Nicola Band - General Delivery, Douglas Lake, BC V0E 1S0

hr@uppernicola.com

UNB wishes to thank all applicants, but only those selected for an interview will be contacted.

General Delivery, Douglas Lake, BC V0E 1S0

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