



Human Resources Generalist

Classification: Permanent, Full time
Salary: Depending on experience
Location: Williams Lake
Deadline: November 20, 2020

The Tsilhqot'in Nation is a world leader in advancing Indigenous rights and title, as demonstrated by the landmark Aboriginal Title Declaration from the Supreme Court of Canada in 2014. The Nation is currently implementing a ground-breaking tripartite framework agreement (Gwets'en Nilt'i Pathway Agreement) with the goal of transforming over the next 5 years the fundamental relationships between the Tsilhqot'in Nation and the Federal and Provincial Crown governments.

Tsilhqot'in National Government (TNG) is currently hiring a full-time **Human Resource Generalist** to join our team in **Williams Lake, BC**. The successful candidate will be a key member of the team, supporting the Human Resources Manager in the delivery of a broad range of Human Resources services. This role will touch many areas of people services including but not limited to, recruitment, onboarding, employee relations, talent and performance management. An ability to identify opportunities and new ways to implement sustainable change initiatives and collaborate with the TNG Managers to challenge the status quo concerning organizational needs is required.

SPECIFIC RESPONSIBILITIES

- Assists the HR Manager in all Human Resources functional areas including; recruitment, onboarding, performance and change management, organizational effectiveness, workforce planning and succession planning
- Builds trusting relationships across the organization through knowledge and understanding of the departmental needs
- Educates and supports all TNG employees in the use of HRIS software to create capacity in the organization
- Supports the implementation and ongoing use of HR policies, projects and programs, focused on enhancing performance and growth
- Ensures employee onboarding program is aligned with department need and culture while maintaining consistency with an overall organizational approach
- Promotes a respectful workplace and supports health & safety and health & wellness initiatives
- Provides change management support and participates in organizational Human Resources projects as needed
- Remains current with external Human Resources best practices and processes as well as new trends

D O W N T O W N O F F I C E

253 4th Avenue North
Williams Lake, BC V2G 4T4
Ph: (250)-392-3918
Fax: (250)-398-5798

L A K E S I D E O F F I C E

1729 South Lakeside Drive
Williams Lake, BC V2G 3A9
Ph: (778)-799- 2145
Fax: (778)-799-2142

- Is a role model for professionalism when representing TNG internally and externally
- Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the Human Resources Manager
- Performs all duties and responsibilities in accordance with TNG policies, standards and procedures, and as requested by the Manager, Human Resources
- Maintains a high level of confidentiality and uses discretion on all matters relating to the affairs of the TNG

QUALIFICATIONS

- A suitable qualification or actively studying to achieve such a qualification from a recognized university or college in Human Resources
- CPHR or commitment to work towards designation an asset
- Previous experience working in a local government or First Nation environment is considered an asset
- Strong business acumen with thorough problem-solving skills
- Excellent computer skills, knowledge of Human Resources Information Systems (HRIS), demonstrated skills in record keeping
- Ability to navigate a dynamic, fast pace environment
- Excellent interpersonal skills
- Resourceful and resilient; strong organization skills with the ability to effectively respond to continually changing internal and external organizational conditions
- An understanding of, and appreciation for First Nation culture

Please send resume, cover letter and 3 references by the closing date to:

Tony Trotman

Human Resources Manager

T̓silhqot̓in National Government

253 – 4th Avenue North

Williams Lake, BC, V2G 4T4

Email: ttrotman@tsilhqotin.ca

Only those invited to interview will be contacted.

Preference will be given to those of Aboriginal Ancestry - Section 16(1) Canadian Human Rights Act.