Tla-o-qui-aht First Nation

1119 Pacific Rim Highway Tofino, BC V0R 2Z0
P: 250.725.3350 F:250.725.3352

Human Resources & Administration Manager – Job Posting

Last revised: April 27, 2018

Position Summary:
Oversees and manages the human resources, administrative and office support services for the Nation.

Culture Commitment
The Human Resources & Administration Manager upholds the culture of the Tla-o-qui-aht First Nations by providing quality corporate support services to the Nation in a manner that is transparent, honest, and respectful. These services strengthen the Nation's capabilities of providing and improving the quality of life for all.

Duties and Responsibilities:
Human Resources

- Oversee and support the recruiting and staffing of all positions;
- Take responsibility for leading organizational departmental planning with department managers;
- Implementing performance management and improvement systems;
- Ensuring compliance with regulatory requirements as it relates to employees;
- Provide employee onboarding, needs assessment, training and development;
- Responsible for Human Resource Policy development and implementation;
- Supporting organizational efforts to maintain and improve employee relations;
- Oversee employee and community communications;
- Responsible for employee compensation and benefits administration;
- Accountable for establishing policies and procedures for employee safety, welfare, wellness, and health, including Health & Safety Committee;
- Ensuring availability of employee services and counseling;
- Maintaining accurate and confidential employee files;
- Developing and maintaining all work descriptions & job postings in collaboration with managers.

Administration

- Manage the inventory of supplies and equipment required at TFN's main office
- Arrange for janitorial services for TFN's facilities and manage the service agreement with the suppliers
- Oversee the process of establishing contracts and service level agreements with third party suppliers and/or service providers
- Establish, implement, and maintain policies, procedures, and practices regarding communications, information technology, information management and building security;
- Prepare and distribute internal and external communication bulletins, including community news bulletins;
- Provide IT support to the Band when possible, and liaison with external IT technicians and contractors when necessary to resolve issues;
- Addresses IT hardware and software needs and ensure that personnel are equipped with and trained on the necessary IT resources;
- Maintain the TFN's website;

- Provide guidance and assistance to Band managers in the resolution of administrative issues;

Managerial Responsibilities

- Plan, co-ordinate, and oversee the delivery of the activities of the program or service to meet the department's objectives.
- Manage the financial performance of the department by preparing and operating within approved budgets and reporting discrepancies.
- Identify and manage staffing needs within approved budgets and participate in the recruitment and selection of staff.
- Provide leadership, motivation, and direction to the department's employees from hiring to termination, including the areas of training, development, performance, conflict resolution, and task allocation.
- Create a safe work environment that respects all people, including employees, co-workers, and stakeholders.
- Represent the Nation and foster a culture that supports the Nation's vision, mission, values, and objectives
- Uphold the Nation's policies, procedures, and practices including financial, human resources, and safety initiatives.

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Qualifications:

Education, training and certificates

- University degree or certification in a business related , with a human resource or administration component

Work experience

- 2 years experience in a Human Resources role
- 2 years experience in a supervisory role
- Experience with First Nation funding and reporting

Knowledge, skills, abilities, and attributes

- Knowledge:
  - Human Resource management practices, government and corporate labour legislation, human resource management software, information management systems, MS Office
- Skills and abilities:
  - Organizational skills, business writing, communication skills, conflict resolution, time management, establish priorities, research and analysis, technology adapt
- Attributes:
  - Leadership skills, analytical, problem solver, confidentiality, professional conduct, sound judgement, interpersonal skills, tactful and respectful, diplomacy, attention to detail

Additional assets

- Preference will be given to a qualified Aboriginal candidate.

Working Environment:

Working Conditions

- Works in an office setting, primarily in a stationary position for the majority of the day.
- Uses computer and telephone throughout day.

Physical requirements

- Must able to remain stationary for prolonged periods of time.

Travel requirements

- May be require to travel by car or boat.

Deadline to apply is Monday May 21st 2018 by 4:30pm

Submit your resume, covering letter, and reference letters to:
Ted Adnitt – Chief Executive Officer
PO Box 18 Tofino, BC V0R 2Z0
Email: jobs@tla-o-qui-aht.org Fax: 250.725.3352
Or drop at the office in a sealed envelope at #1119 Pacific Rim Highway, Tofino