



Tla-o-qui-aht First Nation

Human Resources & Administration Manager

Full Time – Temporary

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. As a proven achiever and polished professional, you are a very strong organizer, communicator and proactive individual. You effectively manage stressful situations with a tolerance to ambiguity, and you work well with a wide variety of people at all levels of management. You have an energetic demeanor and possess a proven track record for being a strong team player. You are a resourceful self-starter; thrive in a fast-paced, dynamic setting and enjoy multi-tasking in a technical environment.

Human Resources

- Oversee and support the recruiting and staffing of all positions;
- Take responsibility for leading organizational departmental planning with department managers, including work plans, capacity building and professional development for all positions
- Implementing performance management and improvement systems;
- Ensuring compliance with regulatory requirements as it relates to employees; provide managers with advice in reference to the Canada Labour Code
- Provide employee onboarding and 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 Nation 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 with the Executive Assistant;
- Provide guidance and assistance to department 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.

Qualifications

Education, training and certificates

- University degree in business management or public administration, preferably with a human resource component
- Possession of the CPHR Designation or in process of completing

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 most 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 travelling by car or boat.

Deadline for receipt of application is Monday December 5, 2022

Submit your resume and cover letter to:

Tla-o-qui-aht First Nation
PO Box 18 Tofino, BC V0R 2Z0

Email: jobs@tla-o-qui-aht.org Fax: 250.725.3352

Or drop it off at the office in a sealed envelope at #1119 Pacific Rim Highway, Tofino