



Shxw'ōwhámél First Nation

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EMPLOYMENT OPPORTUNITY

'HUMAN RESOURCES MANAGER'

Posting Date: September 24, 2019

Open until: position filled

1. ABOUT SHXW'ŌWHÁMÉL FIRST NATION

Shxw'ōwhámél First Nation ("SFN") is Halq'eméylem-speaking Coast Salish people of the Stó:lō Nation and the Tiy't Tribe. SFN's traditional territory, *S'ólh Téméxw*, extends north to Mount Douglas, east to the Coquihalla summits, south to the border between Canada and the United States, and west through Chilliwack and Agassiz to the western reaches of Harrison Lake. "Shxw'ōwhámél" traditionally means "where the river levels and widens", which refers to the Fraser River area around Shxw'ōwhámél's territory, near Hope, BC. We are a community of 200 members with approximately 100 people living on our main reserve: SFN (Ohamil) I.R #1.

SFN is a band under the *Indian Act* (Canada) and is an "aboriginal peoples of Canada" within the meaning of s. 35 of the *Constitution Act, 1982*. SFN has a "Si:yam" system of governance, which gives all families in the community equal representation on what is called the Si:yam Council. The Si:yam Council makes decisions and sets policies for SFN and ensures that SFN's programs and services promote SFN traditional values.

Over the years, SFN's community has re-emerged from the threats posed by colonialism, small pox, loss of land, and residential schools. In the early 1970s, SFN had approximately 40 members. Currently, SFN has nearly 200 members and is in the midst of an exciting period of ongoing economic and community development and expansion, bringing enhanced services, housing, employment and other opportunities to its members and surrounding community. Currently, SFN provides or administers services for its members in the following areas:

- Culture & Recreation
- Housing & Infrastructure
- Medical and Social Services
- Public Works

- Lands & Resources
- Economic & Community Development

We are looking for an enthusiastic, results-driven and experienced Human Resources Manager (“**HR Manager**”) to manage all of SFN’s and its related entities’ human resource practices.

2. HR MANAGER JOB BRIEF

SFN’s HR Manager is responsible for handling all of SFN’s day-to-day human resource needs and continually evaluating, developing, revising and implementing SFN’s HR policies, practices and procedures to ensure legal compliance, best practices and a happy and healthy workplace.

The position of HR Manager requires a professional and effective “people” person, who understands SFN’s operational needs and workplace culture and can provide effective and discrete solutions to sensitive workplace challenges, often under time pressures. The HR Manager handles confidential and sensitive information relating to SFN’s employees and its business and operations and is required to negotiate delicate workplace relationships, undertake and/or direct sensitive workplace investigations and, at times, manage workplace conflict in an effective and professional manner.

The HR Manager position requires a proactive self-starter who does not require close supervision, understands the importance of setting and meeting commitments and deadlines, communicates effectively and respectfully with other managers and SFN staff, and achieves strong results in a collaborative and diplomatic manner to foster positive long-term relationships and outcomes.

The HR Manager will also be required to provide services to SFN’s related entities, including its economic development arm, Shxw’ōwhámél Ventures GP Ltd. (“**Ventures**”), from time to time, and will be required to provide regular training to all SFN and Ventures managers and staff as necessary to ensure legal compliance and best workplace practices.

Attention to detail, a solid understanding of workplace laws and obligations, strong interpersonal skills and demonstrated HR management experience, preferably in a First Nation or First Nations-related workplace, are required attributes for the role of HR Manager.

3. POSITION DUTIES AND RESPONSIBILITIES

The HR Manager’s specific responsibilities include, without limitation:

- developing and implementing human resource strategies and initiatives aligned with SFN’s overall business strategy and community interests;
- bridging management and employee relations by addressing demands, claims, complaints or other workplace issues, with the support of legal counsel where appropriate;
- undertaking and/or directing internal and external workplace investigations, including (without limitation), with respect to bullying and/or harassment complaints and other sensitive matters, with the support of legal counsel where appropriate;
- developing, implementing and managing the recruitment, selection process and onboarding for new employees;

- supporting the current and future business needs of SFN through the development and preservation of an engaged workforce, nurturing a positive working environment and working with management and staff to maintain and continually improve employee morale;
- undertaking ongoing review, revision/development and implementation of HR policies, practices and procedures, in accordance with applicable laws and best practices;
- developing, implementing, and overseeing a regular performance assessment process system to drive high performance and retention;
- managing all manner of workplace issues and questions, including (without limitation) those related to recruitment, contract negotiation, training, onboarding, disability, privacy, compensation and benefits, discipline and performance, and terminations of employment, with the support of legal counsel where appropriate;
- maintaining currency with legal obligations and best practices related to the workplace, and working collaboratively with other managers and staff to develop and implement appropriate and legally-compliant training, policies, practices and procedures;
- reporting regularly to the CAO, and to Si:yam Council (as requested), with respect to ongoing operational considerations relating to the workplace and with respect to any particular workplace matters of concern or potential concern to SFN's business and interests;
- in conjunction with SFN's finance and payroll department, maintaining applicable pay plan and benefits programs;
- ensuring overall operational compliance with laws, regulations and best practices related to the workplace; and
- such further duties as may be communicated by SFN.

4. REQUIREMENTS

- proven working experience as HR manager or other HR executive, and particularly in a First Nation or First Nations-related organization;
- an understanding of First Nations' history and culture, particularly of the Stó:lō and/or Coast Salish peoples;
- people-oriented and results-driven;
- proven experience with and a comprehensive understanding of HR systems and policies;
- strong leadership skills;
- excellent active listening, discussion, negotiation and presentation skills;
- ability to build and effectively manage productive interpersonal relationships at all levels of an organization;

- understanding of laws, regulations and best practices related to the workplace, particularly in the First Nations context;
- CPHR designation, degree in Human Resources or related field are considered significant assets; and
- valid, unrestricted BC driver's license

5. WORKING CONDITIONS AND COMPENSATION

- full-time workplace at SFN's administrative building in SFN's beautiful traditional territory, outside of Hope, BC;
- required to effectively manage and balance a variable and engaging day-to-day case load;
- local and provincial travel may occur occasionally;
- competitive salary, according to experience, plus use of SFN vehicle and smartphone
- other benefits as may be negotiated.

6. HOW TO APPLY

If you are interested in this exciting opportunity to work with leadership of a strong and vibrant First Nation, please submit your resume and cover letter by email to:

shane.james@shxwowhamel.ca or contact the office 604-869-2627

While SFN appreciates all expressions of interest via an application for the HR Manager position, only those candidates who have been selected to proceed with the application and interview process will be contacted.