



SENIOR HUMAN RESOURCES ADMINISTRATOR

Full-time Permanent Position

About The Coastal First Nations – Great Bear Initiative:

The CFN-GBI is a not-for-profit Society established in 2003 that is owned and operated by a unique alliance of First Nations on British Columbia’s North and Central Coast and Haida Gwaii. The principal goal of this group is to restore and implement ecologically, socially, and economically sustainable resource management approaches on the Central and North Coast and Haida Gwaii. To learn more about us at www.coastalfirstnations.ca

PROTECTING OUR COAST. BUILDING OUR ECONOMY.

A unique alliance of nine BC First Nations, creating jobs for the future and protecting the Great Bear Rainforest.

Who we are looking for:

You are a personable, positive individual with a minimum of 3 years’ progressive Human Resources experience. You have the ability to multi-task, pay great attention to detail and enjoy working in a fast-paced growing environment. You find it easy to work independently and take the initiative where needed. You are also a collaborator and thrive working in a supportive team environment. You are tactful, emotionally intelligent, eager to make a positive impact, have a passion to help others and crave meaningful work. You are passionate about creating opportunities for employees and teams to connect and grow, whether they work in-person, hybrid or fully remotely. You are able to demonstrate cultural sensitivity and possess a comprehensive understanding of Indigenous cultures in the workplace, including knowledge of decolonization, and related topics. You are able to adapt to an expanding workplace environment and are able to create HR systems which will support that growth and expansion. As our organization grows you will continue to seek individuals who are committed to diversity, inclusion and the organization’s mandate.

About the position:

Position: Senior Human Resources Administrator
Reports to: Director of Operations
Location: Vancouver, Hybrid
Start Date: ASAP
Salary range: \$65,000 - \$75,000 per annum
Status: Full – time, permanent

Responsibilities

The Senior Human Resources Administrator is responsible for the following key areas:

Human Resources Administration

- Updates Human Resources documents, such the employee policy manual, orientation manuals, job descriptions, team and individual workplans, forms, and documents.
- Ensures compliance with various HR related legislative requirements, employment laws, WorkSafe BC and emerging trends with particular emphasis on Personal Information Protection Act (PIPA).
- Leads all HR administration duties including benefits administration, leave and performance review tracking, engagement surveys & reports, employee file maintenance, etc.
- Creates and maintains a highly confidential employee filing system and ensures contents are compliant.
- Works closely with the Finance Team to research and implement an HRIS, which interfaces with the exiting payroll system.
- Devises a system to regularly review and revise job descriptions to ensure accuracy and alignment, while integrating them with the organization's performance management processes.

Learning, Development and Performance Management

- Proactively creates opportunities for employee engagement and development, (such as lunch-and-learns, team building activities, social events, guest speakers) to foster a culture of collaboration and continuous learning and growth.
- Collaborates with managers and subject matter experts to coordinate relevant and engaging training programs that enhance employee skills and knowledge as well as promote employee satisfaction and retention.
- Supports managers and leaders by providing human resources advice, and support for employee relations, concerns, and issues.
- Coaches and supports managers and leaders with employee development and performance conversations.
- Supports managers and leaders in preparing and conducting performance reviews ensuring reviews are fair, accurate and seen as a valuable growth tool.

Recruitment, Retention and Onboarding

- Manages the recruitment and selection process to attract culturally aligned and talented employees.
- Creates and posts job postings to fill vacancies by sourcing, testing, interviewing, conducting references and offering positions.
- Coaches and trains managers and leaders in best practices regarding recruiting and selection processes.
- Develops and maintains a progressive and proactive candidate sourcing strategy which include Indigenous networks and post-secondary schools.
- Schedules and participates in interviews as required.
- Develops and facilitates onboarding, and orientation programs that promote consistency, reinforce organizational values, and provide comprehensive understanding of the organization's history, culture, and strategic goals.
- Conducts research to identify effective retention strategies and proposes a plan to implement these strategies.

Wellness

- Supports our wellness journey in the workplace by:
 - researching, providing resources, and serving as a resource for employee on wellness, health, stress management, self-care, mental wellness, and other related topics;
 - fostering, promoting and supporting the mental health and wellness of employees;
 - coordinating Culture Safety workshops.
- Works closely with finance to administer the benefit and pension programs and acts as the point person to assist employees with related questions and concerns.
- Collaborates with Senior Management Team to establish, revise and maintain the Occupational Health and Safety (OH&S) Program and related policies and procedures.
- Administers WorkSafe BC Claims, ensuring complete and accurate documentation, and collaborates with stakeholders to provide appropriate support for employees.

Engagement and Collaboration

- Develops, proposes and facilitates employee engagement strategies that effectively engage both in-person and remote employees.
- Ensures relevant HR changes, updates, and events are effectively communicated throughout the organization.
- Works closely with the Payroll Coordinator to ensure accurate and timely information flow.
- Works closely with the Director of Operations to ensure all Human Resources processes align with organizational culture.
- Completes other tasks and duties as required.

Qualifications:

Education and Experience

- A minimum of 3 years of progressive Human Resources experience is required.
- Post-Secondary education in the area of Human Resources (or a combination of relevant experience and training).
- Previous working knowledge and experience with Indigenous organizations and communities is a definite asset.
- In depth knowledge of HR legislation, employment standards and OH&S regulations.
- Excellent use of Microsoft Office 365 applications including Teams, SharePoint, Zoom, Word, Excel, Outlook, and OneDrive.
- Previous experience using ShareFile is an asset.
- Demonstrated ability to navigate and thrive within a dynamic and constantly changing environment, with the ability to adapt to new challenges and changing circumstances
- Proven ability to edit, write and format reports, templates, and other documents.
- Experienced in electronic file management.
- CPHR Designation or working towards this is an asset.

Skill Sets and Competencies

- Strong personal interest and commitment to Coastal First Nation – Great Bear Initiative’s mission and vision required.
- Good understanding of how a non-profit society operates.
- Able to organize, schedule and host a variety of meetings, both in person and virtual.
- Exceptional oral and written English business communication skills.
- Highly organized, detailed oriented and able to prioritize tasks with good time management

skills.

- Strong communication, coaching, relationship building and conflict resolution capabilities.
- Flexible attitude and desire to support change.
- Ability to work independently as well as collaborating with others.
- Able to exercise diplomacy, tact and good judgment when problem-solving.
- Ability to maintain professionalism and confidentiality when dealing with sensitive information.
- Ability to successfully support managers and leaders in building high performing teams that are capable of achieving strategic objectives.
- Possess a high level of expertise in change management, with demonstrated experience in effectively communicating changes to policies, procedures and HR related matters to all employees.

What we offer:

We offer meaningful work. We give back to our communities, our land, our sea, our economy, and our environment. In addition to working with an inclusive, supportive, caring group of people, we offer a competitive compensation package which includes:

- Three (3) weeks annual vacation
- An additional two (2) weeks paid time off during the festive season
- One (1) additional paid week off for cultural/family leave
- A generous registered pension plan
- A healthy extended benefit plan
- A chance to make an impact while being part of a progressive, dynamic team

How to Apply:

Interested candidates are invited to submit the following to careers@jouta.com no later than May 30th, 2023, at 5:00 pm PST.

- 1) A letter of interest, outlining how your previous experience and education would support this position.
- 2) The most recent C.V.
- 3) Contact information for two references.

The successful candidate will be asked to provide references and a clear criminal records check. We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis. We thank all applicants for their interest; only those selected for an interview will be contacted.

We aim to provide support through this recruitment process to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, don't hesitate to get in touch with Sabine Bell (careers@jouta.com)

CFN-GBI hires based on skills, ability, and qualifications; however, in support of our strategy to achieve our employment goals for Indigenous Peoples, qualified Indigenous applicants will be given priority.

Persons of Indigenous ancestry will be given preference. s16(1) CHRA.