



Okanagan Nation Alliance

250-707-0095 3535 Old Okanagan Hwy, Westbank, BC V4T 3J6
Fax (250)707-0166 www.syilx.org

EMPLOYMENT OPPORTUNITY

Human Resources Coordinator

The Okanagan Nation Alliance (ONA) is the Tribal Council for the eight member communities of the Okanagan Nation which includes Osoyoos Indian Band, Upper Nicola Band, Upper and Lower Similkameen Indian Bands, Penticton Indian Band, Westbank First Nation, Okanagan Indian Band and the Colville Confederated Tribes of the Northern WA state. The ONA's mandate is to advance, assert, support and preserve Okanagan Nation title and rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

The ONA is seeking to employ a Human Resources Coordinator. Under the direction of the HR Manager, this position will assist in the further development of the human resource function and will provide a range of HR coordination and support to departments as assigned by the HR Manager.

Scope of the Position

As part of the HR team in a complex and ever-developing organization, the incumbent will provide coordination on a full range of human resource matters to the departments as required. The HR Coordinator will also support the HR Manager with the development of policy and best practice standards, including employee relations, staffing and recruitment, training, compensation and benefits.

Key Responsibilities:

Under the direction of the HR Manager, provide a full range of generalist human resources services including but not limited to:

1. Provide timely and professional human resource support in areas such as: departmental organizational planning and development, staffing, orientation, compensation, benefits, employee relations, health and safety, training, performance management, equity, harassment and discrimination, succession planning, staff development and training.
2. Establish effective working relationships with supervisors and managers to pro-actively identify service needs, issues, concerns, and long-term goals.
3. Review and make recommendations pertaining to the department HR Plans and the ONA Personnel Policy Manual as required, including FTE planning and succession planning.
4. Provide HR support through: chair and/or attend meetings; undertake research; support managers with proposals (e.g. FTE planning); discuss workload issues and participate in planning exercises; coordinate departmental reviews with managers, and provide interpretation and/or support in departments where issues of policy and standards arise.
5. Prepare reports, recommendations, briefs, and presentations related to human resource issues to the HR Manager and/or managers.

6. Participate in and provide support to the Job Evaluation Committee with respect to the design and evaluation of positions.
7. Coordinate departmental staffing processes from needs assessment, through timely preparation, posting and publication of job postings and the screening of candidates.
8. Coordinate the hiring and placement of regular, temporary, contract and student employees.
9. Counsel supervisors and managers on interviewing techniques, assisting in developing selection questions, and ranking methodologies, participating on selection committees.
10. Support the onboarding process within departments.
11. Identify staff training needs for mandatory and developmental training needs.
12. Maintain HR metrics using a variety of tools and mechanisms, including “taking the pulse”, recruitment and retention trends etc.
13. Attend the Joint Occupational Health & Safety Committee; support the Health and Safety programs through the development/implementation of strategies and policies and procedures; support initiatives that ensure compliance with Health and Safety legislation.
14. Participate in internal ONA meetings and ONA events.
15. Other appropriate duties appropriate for this position.

Qualifications:

1. Relevant certification in HR Management is a requirement.
2. Working towards a Certified Human Resources Professional (CHRP) designation is desirable.

Knowledge, Skills and Abilities

1. Minimum of 3 years working in an HR role.
2. Working experience in an HR function such as such as management and supervisory principles, job design, compensation, benefits, job evaluation, staffing and recruitment, employee relations, performance management, equity, harassment, and discrimination, health and safety and HR best practices.
3. Working knowledge of the governing principles and practices of HR areas such as Compensation and Benefits, Employee Relations and Health and Safety; Training, Equity, and Performance Development; Recruitment, Staffing and Succession Planning.
4. An understanding of legislation and regulations regarding human resources including: Employment Standards; the Human Rights Code; the Pay Equity Act; the Labour Relations Act; Workman’s Compensation Act; Occupational Health and Safety Act; Employment Insurance; pension legislation; the Canada Pension Plan; the Income Tax Act.
5. Computer skills (MS Office suite).
6. Above average verbal and written communication skills and presentation skills.
7. Good judgement, tact, strong interpersonal skills, demonstrated initiative.
8. High level of integrity and dependability.
9. The ability to work occasional evenings and weekends.
10. CRC Check.
11. Valid BC Driver’s license.

Hours: Full Time 37.5 hrs per week, with flexible work hours (e.g. some evenings and weekends). A market related salary, pension and benefits package is attached to this position.

Application Procedures: Interested candidates are invited to send a current resume and covering letter to:

David Leroux, Human Resources Manager

Okanagan Nation Alliance
101- 3535 Old Okanagan Hwy
Westbank, BC V4T 3L7

Email: dleroux@syilx.org Fax: (250) 707-0166

Competition closes Monday, January 7, 2019 at 4.30 p.m.

Thank you for your interest, **No Phone Calls Please** only those short-listed will be contacted.

