



Skw'łax te Secwépemcúlecw Job Posting

The Organization:

Skw'łax te Secwépemcúlecw (SteS) is traditionally known as Skw'łax, which translates to Black Bear in Secwépemctsin, the traditional language. SteS has a unique vision and drive; the Band has not only led the way in tourism within the Shuswap, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf, Le7ka Spa, and Little Shuswap Gas Station has helped promote Secwépemc culture, and allowed the SteS people to develop world class accommodation and leisure activities. The governance structure of SteS is unique and forward-looking, divided into four distinct sectors:

Administration	Covering programs and services for Band members
Wellness	Responsible for the overall health and wellness of the community
Territorial Stewardship	Addresses title and rights issues and external government-government relations
Economic Development	Oversees the business operations of the community and works to promote a strong, resilient economy for the community. Strong management and leadership with clear vision and an excellent team of committed employees make up the engine that drives the community forward

The Opportunity - A Day in the life of the Human Resources Manager:

Reporting to and under the direction Executive Director of Administration, the HR Manager is responsible for interviewing, and supporting all departments in hiring new staff, improving employee engagement by supporting employee relations, and providing support. The HR Manager promotes the vision, mission, values and shapes a positive culture for Skw'łax te Secwépemcúlecw and all SteS-owned companies.

Requirements - What you bring to the organization:

- Five (5) + years experience as Human Resources Manager or other management role.
- Degree in Human Resources or related field.
- CPHR designation an asset.
- Knowledge of relevant HR policies and procedures with both Federal and Provincial jurisdiction
- Knowledge of best practice and recruitment and selection.
- People oriented, self-motivated, and results driven.
- Ability to use Xyntax HR information system including accessing, inputting and compiling data.
- Previous experience within an Indigenous community and/or organization
- Strong verbal and written communication skills to communicate with a diverse client group and to produce succinct correspondence and reports.
- Ability to research, analyze and reason logically within tight and conflicting timeframes.
- Experience in working effectively in teams and independently.
- Ability to identify training and development needs and implement new initiatives.
- A commitment to providing advice and support to management on strategic matters.
- Excellent active listening, negotiation, and presentation skills.
- Competence to build and effectively manage interpersonal relationships at all levels of the company.
- Ability to obtain and maintain a Criminal Record Check.



Skw'łax te Secwépemcúlecw

Specific Duties and Responsibilities (include but not limited to):

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Full cycle recruitment
- Bridge management and employee relations by addressing demands, grievances, or other issues.
- Identify improvements and manage the recruitment and selection process.
- Revise and implement various processes and procedures for new and continuing employees.
- Onboarding and Off boarding employees
- Support current and future business needs through development, engagement, and motivation.
- Develop and monitor overall HR strategies, systems, tactics, and procedures across the organization.
- Nurture a positive working environment.
- Oversee and manage a performance appraisal system that drives high performance.
- Liaise with payroll to maintain pay plan and benefits program.
- Assess training needs to apply and monitor training programs.
- Report to management and provide decision support through HR metrics.
- Ensure compliance of all SteS policies and procedures; federal labour codes; human rights act; etc, throughout human resource management

Application Deadline:

Open until filled.

Preference may be given to applicants of Indigenous Ancestry. If you possess the necessary qualifications and skills, please forward your cover letter and resume:

Email: hr@slsb.ca
Fax: 250-679-3220
In Person: Skw'łax te Secwépemcúlecw Band
Office
1886 Little Shuswap Lake Road
Chase, BC
V0E 1M2

NOTE: While we thank you for your interest in Skw'łax te Secwépemcúlecw, we will only be contacting the short- listed candidates. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial, and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.