



STZ'UMINUS FIRST NATION

Human Resources Advisor

STZ'UMINUS FIRST NATION – Ladysmith, BC

Stz'uminus First Nation is a progressive Nation with a membership of 1,300 people situated on beautiful Vancouver Island in Western British Columbia. Stz'uminus is led by forward thinkers and is situated among an extensive array of urban amenities, making it an excellent place for a career, and raising a family.

As an ideal candidate and reporting to the Director of Administration, you will bring proven abilities in transparent communication, developing positive relationships and achieving organizational results within a dynamic service organization. Equally important will be your ability to work collaboratively with all team members as well as the community.

Personally, you will be a role model for the Stz'uminus First Nation values of leadership, integrity, collaboration, inclusiveness, and diversity. Rounding out your traits will be a strong desire to protect and promote our strong cultural heritage while helping build the capacity of the nation's members.

Core responsibilities of the position include:

- Responsibilities for all recruitment, hiring, and exiting administrative duties including:
 - Assisting with determining hiring needs
 - Preparing and placing hiring advertisements
 - Leading hiring practices and ensuring policies and procedures are created and followed.
 - Prepare offer letters, new hire packages, and new hire announcements.
 - Attend all new hire and exit interviews.
 - Validate and maintain all administration and HR forms, documents, and files.
 - Set up systems and processes for efficient and effective HR management.
 - Coach and advise management on a variety of HR issues, both in a union and non-union environment
- Provide advice and support managers on performance management, including improvement notices and action plans, as well as termination procedures and requirements.
- Facilitation, tracking, and monitoring the completion of all performance evaluations.
- Research HR best practices and stay up to date on federal legislation.
- Provide HR reports and statistics to management.
- Design and develop internal information systems, presentations, forms, and templates to support HR management processes and procedures.
- Work with our internal employment professionals to build opportunities within the Nation.
- Provide aid and feedback to SFN members in regard to resumes, application and interviews.

Education, Skills and Qualifications

- A minimum of 5 years' experience in a significant HR generalist role.
- Post-secondary degree with concentration in Human Resources or CHRP designation and equivalent work experience required.

The deadline for submissions is August 9, 2023. Please submit your Resume and Cover Letter in confidence to trevor.gatzke@stzuminus.com. We thank all applicants for their interest, however, only those selected for interviews will be contacted.