



Tk'emlúps te Secwépemc
(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Human Resources/Administration Manager
DEPARTMENT: Human Resources/Administration Department
SUPERVISOR: Chief Administrative and Operating Officers (TteS Executive)
TERMS: Full-time
REFERENCE #: 2020 - 021

PURPOSE OF POSITION:

The Human Resources/Administration Manager is responsible for providing professional expertise, program direction, planning, and operational implementation of short and long-term strategic development of the Human Resources Department within the Tk'emlúps te Secwépemc (TteS). This includes the coordination, direction, and implementation of programs and projects that support the human resources, administration and communications functions. This position provides program administration such as the development and implementation of annual budgets, contract management and supervisory duties to ensure the successful management of the Department.

DUTIES AND RESPONSIBILITIES:

- 1 Develops and implements long and short-term strategic plans, programs and budgets to ensure the appropriate management of the Human Resources Department within TteS. (80%)**
 - Supervise and mentor Human Resources staff.
 - Responsible for the day to day operations of the Human Resources Department and efficient service delivery of all TteS HR programs and services.
 - Oversee all human resources activities and implements projects and programs and liaises with external agencies and institutions as required.
 - In collaboration with Elected Chief and Council (C&C), and Executive, participates in the Strategic Planning process and ensures the successful delivery of the Human Resource component of the plan for the completion according to agreed-upon outcomes.
 - Recommend effective TteS Organizational design and development.
 - Develop and oversee the TteS workforce planning initiatives, including succession planning.
 - Oversee various special and ongoing projects ensuring efficient service delivery and communication regarding TteS human resources service and program delivery.
 - Prepares and administers the annual Human Resources and Administration Department budgets, estimates incoming revenues, monitors expenditures throughout the year to stay within budget and reports potential over

- expenditures to supervisors.
 - Oversees employee recruitment and selection, probation, orientation, performance management and training and development.
 - Provides advice and aids in managing employee relations issues.
 - Actively participates in Chief and Council and other meetings such as Manager meetings and strategic planning sessions to provide relevant and proactive Human resource reports, updates and input as required.
 - Provides advice in managing employee compensation and maintains the TteS job evaluation program.
 - Works in collaboration with Finance to deliver an effective Benefits program.
 - Assists reviews and make recommendations in the development of accurate position descriptions and maintains position files for all positions.
 - Oversees and participates in the development and review of the TteS Personnel Policy.
 - Oversees the Organizational Health and Safety program, ensuring compliance with relevant legislation and policies is maintained.
 - Supervises Human Resources, Administration and Communications staff.
 - Authorizes the purchase of supplies and equipment for the Department.
 - Performs all duties and responsibilities in accordance with the TteS policies, standards, bylaws, laws and procedures.
 - Maintains confidentiality on all matters relating to the affairs of the TteS, including ensuring the confidentiality of all records retained by Human Resources.
 - Ensures administrative support staff perform key functions related to governance including the preparation of agendas, meeting minutes, scheduling and support for Chief and Council.
 - Regularly reviews and monitors legislation and proposed legislation affecting Human Resources and related issues.
 - Maintains current knowledge of TteS Personnel policies and procedures and advises managers accordingly as needed.
 - Works collaboratively with other TteS departments to achieve efficient operations of the HR/Administration department.
 - Ensures that TteS remains compliant with workplace health and safety legislation and regulations.
 - Ensures that HR information is maintained in accordance with legal requirements.
- 2 As a member of the Management team, the Human Resources Manager participates in management and administrative meetings as required to contribute to the overall sound management practices of TteS. (15%)**
- Assists in the development and implementation of policies, procedures, and administration activities.
 - Educates and shares information with staff and management on Human Resources plans and policies.
 - Liaise between departments and ensure HR strategies and operational plans are aligned and implemented accordingly.
 - Recommends and/or implements operational and business efficiencies where appropriate.
- 3 All Other related duties as required. (5%)**

QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:

Professional Certification, Education & Experience

- Bachelor's Degree in Human Resource Management or Business Administration or a degree in related field with experience in HR.
- Minimum 3-5 years' experience in supervising and managing staff, as well as developing and managing budgets.
- Demonstrated experience working cooperatively in a First Nations work environment.
- Chartered Professional in Human Resources designation (CPHR) is strongly desired.

Knowledge & Competencies

- Understand the relationship between governance and the execution of strategy within the organization.
- Lead the organization's HR function with due consideration for the roles and responsibilities of leadership and Chief and Council.
- Adhere to accepted HR standards of practice.
- Balance the interests of all affected parties in carrying out HR activities and functions.
- Adhere to the CPHR Professional standards and Code of Conduct in all undertakings and model ethical practices to staff.
- Demonstrate understanding of the application of HR legal requirements in the workplace.
- Maintain understanding of the relationships between the organization and its stakeholders (TteS Membership).

Skills and Abilities:

- Expert knowledge of human resources management concepts and best practices.
- Ability to problem solve and listen, understand and respond appropriately.
- Demonstrate ability to provide effective and tactical advice and counsel.
- Demonstrate ability to successfully establish and maintain respectful, productive and cooperative working relationships.
- Demonstrate ability to negotiate, collaborate and consult using tact and discretion.
- Demonstrate ability to lead and facilitate group sessions and deliver effective presentations on controversial subject matter.
- Demonstrate ability to coordinate and manage concurrent activities, keeping staff and colleagues informed.
- Ability to work in a cross-cultural environment.
- Ability to make sound judgements based on legal analysis of situations.
- Ability to cope with ambiguity, conflicts of interest and the need to protect the public interest.

Conditions of Employment

- Must be able to pass a Criminal Record Check-Vulnerable Section.
- Must have a valid Class 5 BC Driver's License and clean driver's abstract.
- Must have reliable and insured transportation.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts maybe required.

PAY GRADE: As per current TteS wage grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

Deadline for the Job posting is March 30, 2020, before 12:00pm.

**Submit Job Application Form, cover letter, resume, and references
online: tkemlups.ca, or by email: resume@kib.ca; by fax: 250.828.9847,
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &
closed for lunch from 12:00pm to 1:00pm**

We require each applicant to fill out
an online [Job Application Form](http://tkemlups.ca), which can be found on the tkemlups.ca website

**Any late submissions or submissions without the [Job Application Form](http://tkemlups.ca)
WILL NOT be considered.**