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Prince George, BC  
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## Takla Lake First Nation Job Posting: Human Resources Manager

Prince George Office Permanent, Full-Time

As part of the administration team serving all areas of the Nation's government, the Human Resources Manager is responsible for ensuring that the overall strategy, administration, coordination, and evaluation of human resource plans and programs are realized. Providing guidance and support to managers is a key aspect of this role. Supporting employee engagement, development, and performance are critical to the overall success of the Nation. This position is responsible for implementing and auditing the workplace health and safety policy.

As Manager of Human Resources, you have a particular responsibility to demonstrate professionalism, leadership, and best practices with employees at all level, as well as with Chief and Council, and the Takla membership. Takla anticipates substantial growth over the next few years, with new revenues invested in developing community and member capacity. Human Resources will play a critical role in guiding strategies to support this work.

**This is a great opportunity for a passionate Human Resources professional to broaden his or her range of skills, depth of knowledge, and to contribute to an exciting organization. We need you!**

### **SPECIFIC DUTIES:**

- develop Human Resource plans within the strategic plans of the TLFN;
- plan, direct, and evaluate the operations of the Human Resources department;
- work collaboratively with departments to plan and implement HR services and initiatives, including services and initiatives linked to cultural practices and traditional ways of knowing;
- implement, coordinate, and audit the workplace health and safety policy;
- assist and guide administrators and supervisors to carry out their responsibilities, including workforce planning and development;
- provide counsel and advice to managers on performance issues up to and including employee terminations;
- address employee relations issues professionally;
- facilitate or undertake employee relations discussions, investigations and actions where necessary;
- provide direction, oversight, and delivery of HR-related systems, including: employee recruitment and retention; employment and contract templates and systems; policies and procedures; sharing of HR information; HR reporting metrics;
- demonstrate a commitment to growth, mentorship and career development of employees
- coordinate services (i.e. training) to maximize use of resources and build relationships across departments;
- ensure compliance with relevant laws and regulations;
- participate on various committees;
- proactively stay on top of emerging trends and best practices;
- foster a culture of open communication and collaboration within and across teams;
- lead various projects as required;

- be part of a team actively engaged in contributing to and accomplishing the vision and goals of the Nation;
- consistently promote a positive work atmosphere and communicate in a professional manner that demonstrates mutual respect;
- other duties as assigned.

**QUALIFICATIONS:**

- university degree with minimum 5 years' progressive Human Resources sector experience, or combined equivalent of education and experience;
- demonstrated cultural awareness and ability to integrate diversity into practice required;
- experience in First Nations, Indigenous organizations, or the public sector an asset;
- Chartered Professional in Human Resources designation, or eligibility for designation, required;
- strong knowledge of Canadian employment, labour and human rights laws;
- self starter, able to work independently and in groups, demonstrated ability to collaborate effectively;
- excellent verbal and written communication and comprehension skills, including presentation skills;
- demonstrated ability to work with initiative, professionalism, using sound analytical and problem-solving skills;
- demonstrated effective conflict management, mediation, and remediation skills at all levels;
- ability to maintain confidence and exercise good judgment;
- excellent at thinking critically and logically while identifying the underlying principles, reasons, or facts;
  - strong ability to build and maintain trusting relationships;
  - ability to identify developmental needs of employees and to provide coaching, mentoring, and other support;
- ability to use appropriate technological resources;
- access to transportation, driver's license and ability to travel regularly required.

**WORKING CONDITIONS:**

This position reports to the Director of Finance, and works closely with Chief and Council, Band administrators, program managers, and employees. Engagement with TLFN members and the public is part of the role. Regular travel to Takla Landing is required.

If you are interested in this position, please email your resume and cover letter to:  
Catherine Wishart, for Takla Lake First Nation, [cwishart@telus.net](mailto:cwishart@telus.net)

**Application deadline: 4:00 pm, Monday, February 12, 2018**

We encourage everyone to apply; however, only candidates to be interviewed will be contacted.