



JOB POSTING

Position	: Human Resources Manager (CPHR / CIHRP)
Division/ Department	: Administration
Salary	: \$80,000 - \$85,000 per year + Other Benefits (Negotiable)
Type of Position	: Permanent full-time position
Location & Hours	: Based at the Downtown office Monday to Friday 08:30 AM to 04:30 PM, 37.5 hrs. /week

About Our Community:

The Lheidli T'enneh (historically known as the Fort George Indian Band) is a community that is built on and around the strength of its people. T'enneh means "The People." They are a sub-group of the "Dakelh" people whose traditional territory includes the city of Prince George, British Columbia. The name "Lheidli" means "The People from the Confluence of the River" in the Carrier language, referring to how the Nechako River enters the Fraser River at Prince George. The rivers spoken of are the Nee Incha Koh which means "river with strong undercurrents" and the Ltha Koh, the Big Mouth River.

About the City:

Prince George, BC, is a vibrant city offering great career opportunities and a high quality of life. As the largest city in northern BC, it is a hub for business, education, and healthcare, serving over 300,000 people in the northern region. The city features affordable housing, short commutes, and one of the lowest costs of living for its size in the province. With competitive wages above the provincial average and a thriving community, Prince George is an excellent place to work and live. Plus, it is home to stunning outdoor spaces and the University of Northern British Columbia, Canada's Green university. Join us in one of BC's most beautiful and welcoming regions!

Job Description:

This position effectively manages human resources management functions and ensures occupational health and safety. This position exercises independent judgement in the performance of duties following the policies and procedures in compliance with the Canada Labor Code, Employment Standards Act, WorkSafe, and other relevant legislation.

Primary Duties and Responsibilities

- Manages the day-to day operations of human resources including employee relations, recruitment and selection, training and development, succession planning, HR planning, talent management, performance management, and personnel management to improve and enhance corporate initiative aligning with Organization's strategic goals.
- Initiate and manage the OHS program through work direction from supervisor and provide advice on



corporate responsibilities, workplace safety, employee wellness, attendance management etc.

- Oversee and participates in the recruitment and selection process including development of job descriptions, interview questions, and job postings; conducts reference checks; assesses and recommends applicant suitability for employment; oversees onboarding process; and ensures proper employment practices are followed.
- Develops job evaluation processes; establishes standards and consistency in the terminology and composition of job descriptions to ensure minimum qualifications and experience are rated accurately.
- Develops and implements policies, programs and procedures for training and development, succession planning, performance management, and talent management.
- Administers health and welfare benefit plans including enrolments and changes; develop strategies for benefit improvements and cost effectiveness; communicates with benefit carriers; ensures employee groups conform to benefit plan requirements and Agreement provisions; liaises with Finance regarding employee changes; and ensures the security and accuracy of employee records.
- Research best practices and develops HR policies, procedures, and standards and ensures compliance with applicable legislation and regulations.
- Collaborates with senior management, providing advice and recommendations on all matters relating to human resources management and employee relations issues. Identifies risks and develops mitigation strategies to minimize negative impacts on the organization.
- Represents HR to all departments, other organizations, government agencies and the public including responding to and advising department managers on all human resources matters, attend board meetings as required.
- Performs other related duties as required.

Skills and Qualifications:

- A Bachelor's or Postgraduate degree in Human Resources Management.
- Must be a Chartered Professional in Human Resources (CPHR) or Certified Indigenous Human Resource Professional (CIHRP).
- A minimum of 2 years' professional experience as Human Resources Manager is required.
- Knowledge and appreciation of the unique history, cultures, and rights of the First Nations Peoples in Canada is required.
- Lived experience with Indigenous, Metis, and Inuit populations and demonstrated extensive knowledge of First Nations, Metis, and Inuit health care needs, services, and issues as well as knowledge of culture, protocols, traditions, and ideology of Indigenous people and organizations in northern British Columbia is an asset.
- Extensive knowledge and application of The Employment Standards Act and Canada Labor Code.
- Extensive knowledge of human resources functions, program applications and best practices within a First Nation.
- Solid understanding of the principles of confidentiality when dealing with sensitive employee information,



workplace investigations and job competitions.

- Considerable knowledge of methods and techniques used for effective employee recruitment in a competitive and challenging market, including strategies for screening, interviewing, and testing applicants.
- Thorough knowledge of employee benefit packages (health and welfare, pension) and enrolment requirements.
- Thorough knowledge of the job evaluation process includes development of job descriptions, pay rates and duties in a union environment.
- Possession of a valid driver's license
- A clean criminal record with vulnerable sector check

Application Deadline: Open Until Filled

Start Date: As soon as possible.

Benefits:

We offer a full benefit package after three (03) months probationary period which includes extended health, dental insurance, disability, and life insurance. On top of salary and vacation pay, we also provide 18 days accrued of paid elective days in a calendar year, % matching pension plan etc.

How to apply:

Submit resumes, cover letters which clearly state the position you are applying for & three work related references (Please do not use personal reference) to:

Human Resources Department

Lheidli T'enneh First Nation

1041 Whenun Road, Prince George, BC, V2K 5X8 Website:

<http://www.lheidli.ca>

Email: jobs@lheidli.ca

Preference will be given to individuals with Lheidli T'enneh membership if they meet the qualifications.