

Position Overview

Reporting to the Senior Manager, Human Resources, the TEMPORARY HR Generalist is responsible for the supporting the overall provision of Human Resource (HR) services, policies, and programs for the First Nations Financial Management Board (FMB) **specifically in recruitment.**

The position functions in an environment where considerable attention to detail and the ability to handle highly confidential material is required. The HR Generalist is expected to be customer service-oriented and exhibit a high degree of diplomacy and discretion.

Due to the significant growth FMB is experiencing, the ideal candidate would have extensive experience in recruitment.

Accountabilities

General

- Provides accurate information and advice to employees on HR procedures and practices;
- Understands and applies HR policies and guidelines ensuring compliance;
- Assists in HR policy development, documentation, implementation, and training;
- Identifies opportunities for improvement and supports the implementation of HR programs;
- Promotes consistent company culture in alignment with FMB values;
- Support the increase of Indigenous Culture and Culture Awareness within FMB staff;
- Supports employee retention and appreciation initiatives;
- Ensures compliance with Employment Standards, providing recommendations of the HR policy on a regular basis.

Recruiting

- Supports the recruiting strategy to ensure FMB attracts high caliber talent in a timely manner;
- Determines sourcing & attraction strategies/methodologies to increase FMB's ability to attract, source and recruit indigenous candidates;
- Creates, reviews and updates job descriptions when required;
- Creates and monitor job posting, advertising externally as needed;
- Creates a smooth process for recruiting by supporting the recruitment process by assist with:
 - Conducting phone screens
 - Scheduling interviews
 - Creating interview questions
 - Criminal reference checks
 - Reference checks
- Supports orientation of new employees as needed.

HRIS

- Maintains employee files and records;
- Maintains current knowledge of HR systems and tools, and demonstrates an ability to access required information;
- Provides appropriate guidance and support to employees to ensure proper use of HR systems.

Employee Relations

- Ensures that employee requests and concerns are addressed in a timely and professional manner;
- Assists in researching and identifying new ways to measure employee morale and enhance employee satisfaction.

Compensation & Benefits

- Provides support to employees in various HR-related topics such as leaves and compensation;
- Enhances job satisfaction by resolving issues promptly, researching new perks and benefits and recommending employee training as needed;
- Researches and supports market analysis, pay practices and salary structures that ensure external and internal equity to help recruit and retain high caliber talent;

Performance Management & Training

- Supports the development and implementation of performance management tools and actively participates in related training initiatives;
- Works with managers or Directors to support mid-year and year end employee performance reviews.

Other

- Maintains currency with emerging trends, developments, methods, and technologies in the Human Resource field;
- Supports and creates initiatives in Employee health, safety, and wellness;
- Conducts exit interviews and supports the exit process for voluntary and involuntary terminations;
- Participates in various committees as needed.

Qualifications

- Post-Secondary Education in Human Resource Management from a recognized educational institution; CPHR or working towards it is an asset;
- Two (2) years recent related HR experience;
- Must have previous experience, knowledge or understanding in Indigenous culture;
- Experience connecting with and/or recruiting Indigenous candidates a strong asset;
- Excellent communicator with a strong command of written and spoken English; French language skills considered an asset;
- Exceptional relationship building skills;
- Strong organizational skills with attention to detail;
- Excellent judgment required to provide sound direction and advice on a variety of human resources issues;
- Knowledge of employment/labor laws and general human resources policies and procedures;
- Effective working skills of Microsoft Suite and Adobe Products;
- Experience working with Indigenous Governments, organizations and communities considered a strong asset.

Competencies

Communication

- Conveys information, both verbally and written, with confidence, consistency, and clarity, using active listening techniques to effectively understand provided feedback, summarizing information according to the audience to promote engagement and increase understanding.

Innovative/Initiative

- Plans work and carries out tasks without detailed instructions; makes constructive suggestions; prepares for problems or opportunities in advance; creates novel solutions to problems;

Environmental/Cultural Awareness

- Shows commitment to the organizational vision and strategic goals by acting in accordance to organizational expectations and through having a solid understanding of the internal environment.
- Maintains self-awareness, awareness of others, and brings cultural knowledge and skills to the role.

Interpersonal

- Develops and maintains effective partnerships with others internally and externally to the organization; gaining others' support for ideas, proposals, and solutions;
- Consistently displays professionalism and confidentiality, creating a positive impression as an individual and representative of FMB.
- Maintains a long term, big-picture view of FMB's operations and seeks opportunity to provide input on the future needs and opportunities as they arise;
- Maintains effective and credible working relationships with people across the organization and at all levels.

Working Conditions

This position:

- Is based in West Vancouver, British Columbia or Ottawa, Ontario
- May require occasional national travel.