



Human Resource Director Employment Opportunity

Who We Are:

Ulkatcho is a First Nation (UFN) of Dakelh, Tsilhqot'in and Nuxalk ancestry whose offices are located in Anahim Lake B.C. on the Western Edge of the Chilcotin District. We are 320 kilometres west of Williams Lake, and 135 kilometre of east of Bella Coola. Outdoor enthusiasts will enjoy our region: Surrounded by the Rainbow Mountain Range, and home to excellent fishing lakes, wildlife tours guided horseback trip and hiking, and snowmobiling in the winter. Our small community of Anahim Lake, and the surrounding area has a population of approximately 1500 people. Ulkatcho First Nation membership is 1200, with 700 living on reserve in the community.

Department:

Administrative, Permanent, Full Time

Rate of Pay:

Dependant Upon Qualification

Deadline:

Until Filled

Job Summary:

The Human Resource Director (HRD) of the Ulkatcho First Nation (UFN) reports directly to the Operation Manager of UFN in conjunction of the Chief and Council. The HRD contributes to the success of the UFN Administration by providing strategic leadership in planning, developing, implementing, promoting and evaluating the effectiveness of the UFN Administration's HR strategies, procedures and initiatives. As a senior member of the department, the Director oversees HR operations, and works closely with the administration, Human Resources to promote a strong employee-oriented culture to further the initiatives in the administration's HR and Strategic Plans.

DUTIES AND RESPONSIBILITIES:

- Superior self-organization skills with reference to day-to-day operational responsibilities and assignments including maintenance of updated UFN Administration employee records & job descriptions;
- Solid project management and presentation skills, including experience with developing, leading, implementing and evaluating the effectiveness of HR projects and procedures;
- Identifies and evaluates the need for new programs or to modify existing programs to ensure effectiveness and efficiency in service provision. Develops funding proposals to access the financial resourcing required to enhance or implement new programs;
- Developing and maintaining an employee-oriented culture that emphasizes quality, continuous improvement, and high performance;
- Supervises & Operated with Operation Management of the program staff including contract management, assisting with recruitment, and training, participating in disciplinary decisions and actions, establishing and evaluating appropriate performance standards;
- Directs the evaluation and maintenance of proper documentation for reports including researching, compiling and analyzing relevant data and statistics to support program initiatives;



- Liaise on senior level advice with related projects, programs, partners and funders as needed to ensure linkages and project support.
- Designing, developing and executing best-practice initiatives for core human resources policies and programs, including succession and career planning, performance appraisals, recruitment, onboarding and employee retention
- Review and make recommendations to the UFN Chief and Council on all program areas including curriculum and policy;
- Partnering with management to understand the long-term institutional objectives, identify areas of opportunity and implement Human Resource interventions needed to meet the short and longer-term growth strategies;
- Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite
- To perform other related duties as required.

Human Resource Director Skills & Competencies: Established professional credibility as evidenced by a degree or graduate degree and/or an equivalent combination of education and experience;

Time management: Demonstrated ability to model appropriate professional, ethical and collaborative behaviours consistent with the responsibilities of this position.

Trustworthiness: Human Resource Director often have access to sensitive information, and the executives they work for need to trust them fully in order for them to be as efficient as possible at their jobs.

Management: Is prepared to take on longer-term initiatives and does so with enthusiasm; ability to adapt to new and changing situations; able to alter course/direction when necessary; enjoys and embraces new challenges. Flexible; able to deal with stress effectively.

Education and Experience Requirements:

- Bachelor's degree preferred, but not required
- Three to five years of administrative experience
- Three to five years of executive assistant experience
- Experience in conducting needs analysis for new HR policies and programs, presenting recommendations to the executive team that meet corporate culture, goals and objectives, and implementing them effectively programs;

To Apply: Please provide a cover letter, resume and include three (3) References to the Ulkatcho First Nation Administration by personal delivery to the Office Manager or via email to landerson@ulkatcho.ca Please indicate "Human Resource Competition" in the subject line.

Applicants of Ulkatcho First Nation and/or Aboriginal ancestry are encouraged to apply.

We thank all those who apply: however only short-listed applicants will be contact for interview.