



Employment Opportunity

Position: Human Resources Director
Location: Dease Lake, or Remote Location for the right candidate
Status: Full time / Term (1 year with the possibility of extension)
Closing Date: Until filled

We are looking for a results driven, dynamic, focused, and courageous leader who can excel in the role of Human Resource (HR) Director. The HR Director is responsible for ensuring human resources function is maintained at the highest level, always ensuring legal and regulatory compliance. They provide leadership, coordination, and services for directors, managers and supervisors regarding effective human resource practices in the areas of recruitment and retention, performance management, staff relations, training, capacity development, disability management, discipline and benefits management. This role will develop, deliver and maintain systems to support and enhance complete employee lifecycle. The successful candidate will be a key player in a highly progressive and motivated team who will possess a positive attitude and be a good advocate and ambassador for TNDC.

The HR Director is accountable for the design, implementation and maintenance of a comprehensive human resources corporate strategy that encompasses all aspects of human resource management and aligns the strategic direction of TNDC with effective human resources management. Ability to work to recognized industry, national and global standards (such as ISO 30408, 30409).

This position manages the planning, recruitment, selection, development, assessment, and coordination of human resources to effectively meet the current and future needs of TNDC. Succession planning and training of TNDC employees is an important function of this position whilst recognizing the critical pathways needed for continuous growth and development needs of TNDC.

Responsibilities

Reporting to the CEO, or designate, responsibilities include, but are not limited to:

- provide daily HR support and coaching in areas related to HR policies, procedures and employee relations
- assist management in building an organizational culture based on trust, openness, transparency and accountability
- support recruitment activities by preparing or updating job descriptions, preparing job postings, conducting resume screening, coordinating interviews, facilitating interview processes, and completing reference checks
- develop, implement and critically review HR programs, policies, and processes to ensure they are implemented in a manner that supports the organization's strategic plan while attaining best practice and best-in-class standards
- support and guide employees, supervisors and management in performance management best practices
- ensure legal compliance of HR provincial and federal regulations and applicable employment laws, and update policies and/or procedures as required
- contribute to the preparation and publishing of HR employee communication
- other HR activities to support the success of TNDC

Qualifications and experience

- Bachelor's or master's degree with a major in Human Resources Management (or related discipline) with a CPHR designation
- minimum of five (5) years' experience in a senior human resource management position and human governance
- excellent communication skills, interpersonal skills, compliance and ethics, cultural awareness, diversity, organizational health, safety and well-being, workers compensation, organizational culture, and productivity
- resourceful, problem-solving aptitude and thorough knowledge of HR procedures and policies
- advanced knowledge of MS Office, and comfortable learning new technical systems as needed
- able to take direction, follow instructions, adapt to changing priorities, and multi-task
- a team player who works respectfully and cooperatively with others

Conditions of Employment

- pass mandatory pre-employment drug and alcohol screening and fitness for work assessment where required
- valid Class 5 driver's license required

Please apply to:

Human Resources, Tahltan Nation Development Corporation

Box 250 | IR #9 Hwy 37N Dease Lake, BC V0C 1L0

Fax: 250.771.5454

Email: jobs@tndc.ca

Only applicants selected for an interview will be contacted. Tahltan members are encouraged to apply.

SAFETY FIRST, SAFETY ALWAYS