



**WESTBANK
FIRST NATION**

Community. Leadership. Pride.

WESTBANK FIRST NATION Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE WITHIN WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 3.1 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

TITLE: Human Resources Generalist
MINIMUM SALARY: Commensurate with experience
DEPARTMENT: Human Resources & Administration
TERM: Full Time Term (1 year)

POSITION SUMMARY:

The HR Generalist supports Westbank First Nation's people strategy, while providing guidance to managers and supervisors on employee relations. The HR Generalist identifies opportunities and new ways to implement sustainable change initiatives and collaborates with the HR team to challenge the status quo with regards to organizational needs.

DUTIES AND RESPONSIBILITIES:

- Protects the interests of management and staff in accordance with human resources policies, procedures, laws, standards, and government regulations
- Assists with the review and development of human resource policies to ensure they are aligned with WFN's strategic direction, and in accordance with the Canada Labour Standards and Regulations
- Recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation
- Participates in investigations of employee complaints or concerns
- Advises managers and supervisors of employment issues; supports each level of the progressive discipline process and any other remedial actions
- Helps to monitor the organization's culture in order to support the attainment of WFN's goals; promotes employee satisfaction
- Assists with employee communication and feedback through such avenues as employee engagement surveys, one-on-one meetings, etc.
- Assists with the development and implementation of succession planning, workforce development, employee retention, organization design, and change management
- Supports the implementation of the HRIS and continues to maintain and utilize the system to prepare and analyze reports as required
- Assists with monitoring the salary structure, ensuring competitive market research is conducted annually to help establish competitive pay practices and pay bands that are essential for recruitment and exceptional staff retention
- Promotes a respectful workplace and supports health & safety and health & wellness initiatives
- Acts as the first point of contact for disability and leave claims and establishes a timely process in conjunction with the Occupational Health and Safety Coordinator to manage effective return to work plans
- Provides backup for the Manager, HR & Administration as required
- Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the Manager, HR & Administration
- Performs all duties and responsibilities in accordance with the Westbank First Nation policies, standards, and procedures
- Maintains a high level of confidentiality and uses discretion on all matters relating to the affairs of the Westbank First Nation

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Bachelor's degree from a recognized university or equivalent in Human Resources or related field
- 5-7 years of progressive Human Resources experience, preferably as a Generalist or Advisor
- Direct experience with employment law, compensation, organizational development, employee relations, and claims management is considered an asset
- Previous experience working in a local government or First Nation environment is considered an asset
- Strong business acumen with thorough problem solving and influencing skills
- Application of practical and effective HR solutions to business challenges is required
- Excellent interpersonal and leadership skills
- Critical personal characteristics and skills include excellent judgment, maturity, passion, courage, and leadership
- Strong presentation/facilitation, analytical, and written/oral communication skills
- Resourceful and resilient; strong organization skills with the ability to effectively respond to continually changing internal and external organizational conditions
- An understanding of, and appreciation for, First Nation culture

The term position is a great way to gain valuable skills and experience all WFN has to offer. Further information can be obtained at www.wfn.ca by navigating to the Human Resources page (*Departments>Human Resources*) or by visiting the *Employment Opportunities* tab located in the top right hand corner of the homepage.

Interested applicants should email an [application form, cover letter, and resume](#) by **Friday, July 28, 2017**. **Please reference #17-9 and indicate clearly in your covering letter where you saw this posting and how your experience and qualifications meet the requirements of the position.**

Incomplete and/or late submissions will not be accepted

Recruitment/Training & Development Coordinator
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