



Penticton Indian Band

841 Westhills Drive
 Penticton, British Columbia
 Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

Extended

Position Title:	Human Resources Coordinator	Classification:	6
Department:	Human Resources	Type:	Coordinator
Status:	Fulltime; Permanent	Responsible To:	Sr. Manager, Human Resources
Location:	841 Westhills Drive, Penticton, BC V2A 0E8		
Deadline:	Posted until closed		

Job Summary:

Reporting to the Sr. Manager, Human Resources, a range of human resources functions including but not limited to the recruitment / staffing of permanent (full and part time), term, casual, recall and on-call employees; support and guidance regarding personnel issues; information processing and records management; development and support of strategic plans, policies and procedures; analysis and improvement of HR metrics and key performance indicators (KPIs). The role will provide backup support to the other program areas of the Human Resources department including payroll, benefits and member training and employment and delegated supervision to clerical department staff (i.e. HR Clerk, Seasonal Student, etc.). Clerical and administrative duties are essential. Other duties may be assigned as necessary.

Core Competencies:

- Quality Orientation
- Ethics and Integrity
- Energy and Stress
- Decision Making and Judgment
- Mediating and Negotiating
- Accountability and Dependability
- Time Management
- Providing Consultation
Team Oriented
- Planning and Organizing
- Development and Continuous Learning
- Interpersonal Skills & Self Evaluation
- Problem Solving
- Research and Analysis
- Communication
- Enforcing Laws, Rules and Regulations
- Creative and Innovative Thinking
- Coaching and Mentoring

Duties/Responsibilities:

- Ensures the staffing process is complete from beginning to end as per the hiring process policy;
- Assist departments with preparing staffing requests.
- Ensure the Staffing Request Forms are complete;
- Ensure job postings are drafted in consultation with position supervisors and in accordance Policy;
- Ensure directors, managers and supervisors are assisted with developing relevant interview questions to further assess knowledge, skills, abilities and personal suitability of applicants;

- Support the hiring process to ensure job applicants are assessed fairly against established hiring criteria, and to ensure position vacancies are filled according to the hiring policy;
- Ensure recruitment competition files are maintained and complete during the competition;
- Create job advertisements and post to newsletter, PIB website(s), PIB Facebook, Work BC, Castanet, discipline / association specific sites, Monster.com, newspapers and other job advertising outlets as identified appropriate and cost effective;
- Ensure applications are received, date stamped, and filed in appropriate competition files;
- Organize competition committees for interview process (screening & hiring);
- Lead the development and preparation of interview questions with interview committee;
- Advise and guide interview committee members on roles and responsibilities during the interview process to ensure interviews are conducted fairly and consistently;
- Perform necessary reference checks on successful candidates;
- Prepare all standard letters of employment for signature;
- Ensure successful applicants are advised of decisions and competition results in a timely manner;
- Confirm Conditions of Employment for staff are met, as required, (e.g. driver's license, medical checks, security checks, etc.);
- Assist in developing and updating Human Resources policies and procedures;
- Monitor all staff performance reviews and forward identified training references as identified and approved to ETDO for processing;
- Research staff statistics and labour market issues to assist with recruitment;
- Assist in the development and identification of the long-term goals and objectives for department;
- Maintain Employee Assistance Plan information;
- Provide administrative assistance to the Director if needed;
- Perform other duties as assigned;

Accountability

- Development of work plan, indicating targets and deliverables;
- High level of confidentiality, protection of personal information and staff privacy;
- Oversee department information processing, filing and record management functions;
- Develop and facilitate an orientation program, including occupational health and safety training, for new staff;
- Prepare quarterly staffing reports with updated org charts to Sr. HR Manager;
- Manage staff performance review process to ensure deadlines are met and job descriptions are reviewed for currency;
- Lead a PIB OHS committee on behalf of PIB;

Relationships

- Reports directly to Sr. Manager, Human Resources;
- Maintains positive effective working relationships with all staff;
- Assist program supervisors with annual reviews and performance review process;
- Provide coaching for staff;
- Works with established competition committees;
- Adherence to legislation such as the Human Rights Act, Canada Labour Code, Employment Standards Act, and Workers Compensation Legislation, as well as all internal PIB policies and bylaws;

Decision Making

- High level of decision making based on HR Policy and external policy compliance.
- High level of confidentiality, trust, and ethics.
- Requires objectivity and diplomacy.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Post-Secondary diploma in Human Resources Management and/or related field of study; or
- Expressed written willingness to pursue diploma coupled with several years of experience with task responsibilities working with human resources, administration or payroll and benefits task responsibilities.

Other Certification, Licenses, Designations and/or Training

- First Aid with CPR;
- Vulnerable Sector Criminal Record Check;

Specific Job Skills and Levels

- Strong service orientation;
- Ability to work well under pressure and effectively manage stress;
- Excellent interpersonal and communication skills – listening, written and oral;
- Strong Organization and time management skills;
- Advanced computer proficiency and aptitude (Word, Excel, Outlook, Xyntax);
- High level of critical and logical thinking, analysis, and/or reasoning.

Minimum Level of Experience

- 3 - 5 years of experience with task responsibilities involving direct human resource, administrative, payroll and benefits accountabilities;
- Experience working in a First Nation setting and awareness of unique issues First Nations employers and staff face;

Ideal Attributes to be successful in position

- Approachable and friendly;
- Patient;
- Self-confident;
- Firm but compassionate and supportive;
- Diplomatic and non-partisan;
- Able to work both independently and as a contributing member of a team;
- Punctual and dependable;

Other

- All Penticton Indian Band employees are encouraged to learn about the culture, language and traditions of the Okanagan people and be willing to continuously upgrade their skills and abilities as well as further their formal education;

Assets (preferred but not required):

- Undergrad degree in Business Administration or Labour Relations;
- Certified Human Resource Professional (CHRP) designation an asset;

Working Conditions:

- Manual dexterity required to operate computer and peripherals;
- Sitting at work station for extended periods of time;
- Standing for extended periods during facilitation;
- Interacts with a wide variety of staff, members and public;
- Competing priorities;
- Moderate to high levels of mental concentration;
- Highly sensitive issues;
- Must be able to manage personalities and work with differing management styles;

Deadline:

Posted until closed

Send your Resume to Senior Manager, Human Resources

Rory Gabriel at jobs@pib.ca