



Penticton Indian Band

841 Westhills Drive
Penticton, British Columbia
Canada V2A 0E8

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

Position Title:	HR Generalist	Classification:	8 – 9 based on experience and education
Department:	Human Resources	Type:	Supervisory
Status:	Full-time, Permanent	Hours of work:	Up to 35 hours per week
Responsible To:	Senior Manager, Human Resources		
Location:	PIB Administration Offices, 841 Westhills Drive, Penticton, BC V2A 0E8		
Deadline:	Friday, February 10, 2023, by 5 pm		

Job Summary:

Reporting to the Senior Manager, Human Resources, the Generalist Human Resources is responsible for the timely and efficient delivery of a comprehensive portfolio of human resources programs for the Penticton Indian Band. Key areas of responsibility include recruitment and selection, support in employee development and support in performance management, employee relations, compensation, health and wellness and general administration.

Job Responsibilities/Work Performed:

The Generalist, Human Resources coordinates and delivers a wide range of HR activities including, but not limited to:

- **Human Resource Supervision**
 - Provides advice and recommendations to the Senior Manager HR, to ensure that current and future HR workplans/programs align with, and support, the goals, vision, and mission of the Penticton Indian Band
 - Implements employment policies, practices and supporting documentation (procedures, forms, checklists, etc.) ensuring that they are applied in a fair, transparent, and consistent manner aligned with applicable federal and provincial legislation, FMB/FAL standards and established policies and best practices.
 - Works collaboratively with key stakeholders (Senior Manager HR, Department Managers, legal support, etc.) to identify, investigate and manage potential risk, liability and compliance issues that may impact the Penticton Indian Band
 - Acts as a point of contact for managers and employees with respect to HR enquiries

- **Recruitment and Selection**
 - Develops, coordinates and delivers a robust student, campus, and experienced hire recruitment program including: confirmation of job descriptions, clear and concise job postings posted in a timely fashion, development and maintenance of an active social media presence (PIB website, LinkedIn, Facebook, recruiting job boards, post-secondary alumni/career job posting boards, etc.); implementation of annual PIB Community Career/Job Fair and participation in related career/job fairs; coordinates activities with respect to the use of recruitment agencies, when required.
 - Works collaboratively with managers to ensure that all related documentation is completed prior to beginning the recruitment process.
 - Develops, coordinates and delivers an effective and efficient selection process including: managing the flow of resumes, screening and supporting in short-listing of candidates, establishing a library of interview

questions, coordinating panel interviews including community/elder participation, completing reference check requirements, ensuring background checks are conducted as necessary, verifying education and credential requirements

- Works collaboratively with managers and the Senior Manager, HR to prepare the terms of the employment offer (ensuring that the salary is consistent with the PIB salary grid), ensures the timely preparation and issuance of employment packages and job offers ensuring that all related documentation is completed prior to the employee's start date.

- **Employee Development**

- Develops, coordinates, and works collaboratively with managers to ensure the timely and effective delivery of PIB Welcome and Orientation program for new employees
- Work collaboratively with managers to ensure the timely and effective delivery of PIB Employee Probationary and Annual Review programs with a focus on achieving operational needs while encouraging the ongoing development of employee capacity through education and training opportunities
- Provides guidance and advice to managers to review and address employee performance concerns and, in consultation with the Senior Manager HR, supports managers in the delivery of progressive discipline and termination actions.

- **Compensation**

- Works collaboratively with key stakeholders (Sr Manager Human Resources, Managers, Payroll and Benefits Administrator, etc.) to ensure the timely and accurate completion of compensation information (e.g., new employee documentation, acting notification, salary increase and payment authorization, etc.) to ensure a consistent, fair, and transparent application of the program across all positions and employees

- **Employee Relations**

- Work collaboratively with managers and employees to support the timely and effective resolution of employee relations issues. As necessary, ensure that complaints and grievances are addressed with clear and timely recommendations for resolution.
- Promotes cultural awareness and collaborates with elders and appropriate representatives to provide a better understanding of syilx language and culture for employees

- **Health and Wellness**

- Works collaboratively with managers to coordinate and deliver health and safety strategies, programs, and initiatives to ensure legislative compliance including: first aid training, joint health and safety committee training, etc.
- Serves as the Employer Safety representative on the Joint Health and Safety Committee and ensure that all established safety procedures are adhered to
- Works collaboratively with the Payroll and Benefit Administrator, Department Managers, Benefit Providers, WorkSafe BC, etc. to ensure the timely reporting and management of employee health and wellness related leaves (e.g., sick leave, personal leave, Short and Long-Term disability claims, WorkSafe BC claims, etc.) and effectively manage and support employee Return to Work and workplace accommodation initiatives, as necessary.
- Works collaboratively with key stakeholders (Department Managers) to promote workplace Health and Wellness by creating initiatives to promote the Employee Assistance Program and related benefits available.

- **Employee Departures**

- Provides support to Managers with respect to voluntary and involuntary employee departures ensuring a timely, fair, and effective process; liaises with the Senior Manager HR to identify and address legal and compliance issues and manage risk.
- Works collaboratively with managers to deliver exit interviews for departing employees

- **HR Records**
 - Collects, administers, and manages HR records in a timely, efficient and consistent manner ensuring a high level of confidentiality, protection of personal information and employee privacy.
 - Maintains hard copy data (filing documents in a timely fashion, reviewing, archiving and coordinating the disposal of old files).
 - Helps to Maintain electronic data (entering and maintaining employee information in the Xyntax computer system)
- **General**
 - Performs other duties and responsibilities as necessary in the performance of the position, and as agreed to by both the Employee and the Senior Manager, Human Resources

Reporting and Relationships:

- Reports directly to the Senior Manager, Human Resources
- Provides advice and guidance to, and works collaboratively with, managers/supervisors
- Provides advice and guidance to, and works collaboratively with, employees at all levels
- Represents Penticton Indian Band during discussions with First Nation governments and organizations as well as municipal, provincial and federal government agencies and non-government organizations

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Post-secondary degree or diploma in Human Resources, Public or Business Administration or a combination of related post-secondary education and experience performing similar functions in human resources.
- Knowledge of employment related legislation (e.g., Canada Labour Code, Employment Standards Act, Human Rights Code, Occupational Health and Safety Act., etc.)

Minimum Level of Experience

- With a degree Three (1) year of experience working in a Human Resources or generalist role with demonstrated experience in policy and planning, recruitment and selection, performance management, compensation and benefits, employee relations, health, and wellness.
- With a Human Resources administrative certificate and/or diploma, 1-3 years' experience in Human resources field.

Other Certification, Licenses, Designations and/or Training

- Proficiency with computer applications, MS Office, and similar software; and Xyntax
- Acceptable Criminal Record Check

Job Specific Skills and Attributes

- Well-developed organizational and time management skills including the ability to set priorities, manage priorities, meet deadlines and multi-task in a fast-paced environment
- Strong interpersonal and people skills; ability to develop and motivate staff at all levels
- Strong communication skills (listening, verbal and written) including the ability to compose clear and concise written documents including briefing notes, policies, and letters; develop and deliver presentations to small and large groups, etc.
- Diplomacy and tact to effectively deal with confidential and sensitive situations
- Strong research, critical thinking, and analysis skills with the ability to prepare and communicate recommendations orally and in writing
- A high level of attention to detail and accuracy
- Strong computer skills including a high level of proficiency with Microsoft Office applications (i.e., Word, Excel, Outlook, Access, Power Point, etc.)

Assets:

- Knowledge and awareness of the culture, language, and traditions of the Okanagan people
- Previous experience working in a local government and/or municipal setting
- Chartered Professional Human Resources (CHRP) designation.

Working Conditions:

- Busy office setting: fast paced, pressure to balance multiple priorities and meet deadlines
- High volume of communication demands (telephone calls, emails, meetings, etc.)
- Interacts with management and staff at all levels
- High levels of mental concentration in frequent stressful and highly sensitive situations
- Manual dexterity required to use desktop and peripherals.
- Exposure to fatigue and strain from prolonged periods of sitting and keyboarding
- Occasional travel as required; and
- Overtime may be required.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

Deadline:

February 10, 2023, by 5 pm

Send your Resume to Senior Manager, Human Resources

Rory Gabriel at jobs@pib.ca