



HUMAN RESOURCES GENERALIST

PERMANENT FULL-TIME POSITION

LOCATION: STATION TOWER (13401 – 108th Avenue, Surrey)

ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis citizens, assisting in the delivery of services based on policy, process, and specified regulations.

MNBC offers competitive wages, a comprehensive benefit package, and enrollment in the Municipal Pension Plan after three (3) months.

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Human Resources team as a **Human Resources Generalist**.

Reporting to the Human Resources Director, the primary objective of the role is to ensure high quality Human Resources (HR) services are provided throughout Métis Nation British Columbia (MNBC). This role will ensure compliance with HR policies and procedures, provide support to supervisory staff on employee relations issues, respond to questions from all levels of staff, oversee all aspects of recruitment and selection, provide onboarding materials to new employees, liaise with payroll and finance to determine wage levels, and work with senior leadership to achieve continued quality improvement in HR practices..

KEY DUTIES AND RESPONSIBILITIES

- Oversee MNBC provincial recruitment effort, requiring consultation with hiring manager, developing attractive job advertisements, providing support and assistance with pre-screening, interviewing, and selection of candidates.
- Coordinate with hiring managers in preparing offer letters and hiring documents such as employment agreements to ensure compliance with MNBC policies. Conduct onboarding meeting with new staff in-person or virtually to ensure positive start to employment.
- Support Employer of Choice goal by developing, implementing, and communicating initiatives across MNBC.

- Coach, influence and offer recommendation on all areas of HR issues, such as employee relations, performance management, position development, compensation and workforce need assessments.
- Coordinate MNBC staff development efforts such as training event organization, compliance, delivery, and development, in consultation with all ministries and departments.
- Provide expertise on HRIS selection and implementation to support MNBC growth, support MNBC Digitization strategy of becoming paperless, improve access by employee self-serve options province wide to ensure employee information is captured accurately and securely.
- Required to maintain HR analytics/metrics for analysis and reporting to support MNBC business decisions.
- Responsible for providing HR policy guidance with Employment Standards Act, WorkSafe BC regulation, Criminal Record Reviews Act and all other rules/regulations and laws to ensure MNBC compliance.
- Supervise students, interns, or volunteers for the department. Support MNBC efforts on providing opportunities to students, interns, or volunteers to gain work experience, such as the Canada Summer Jobs program or other practicum placements.
- Collaborate with/provide support to all HR department areas to ensure department goals are met and the success of all areas of HR.
- Communicate with all ministries/department to ensure sharing of relevant information such as new hires, terminations, and any other changes in employees' details, in a timely manner ensuring event sensitivity.
- Coordinate the exit interview process, analyze trends, and make recommendations to support the retention efforts of MNBC.
- Prepare ad hoc reports, presentation or other HR related material as needed.

THE IDEAL CANDIDATE

- Completion of a post-secondary degree in Human Resources and CPHR designation
- Minimum of three (3) years of experience in a Human Resources role
- Combination of relevant experience, education, and training will be considered.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Extensive knowledge of Employment Standards, Human Rights legislation, WorkSafe BC legislation, and PIPA.
- Demonstrated ability to effectively communicate both verbally and in writing
- Ability to lead, problem solve, and utilize team-building skills
- Proven ability to utilize strong interpersonal skills to deal with others effectively
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision
- Proven ability to utilize, adapt and embrace new technologies, including Word, Excel and other database/software required by the role

OTHER COMMENTS

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC
- There will be a need to attend meetings and events which may require work and travel outside of the normal business hours
- Ability to provide a satisfactory Criminal Record Check
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes

The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.

Using Human Resources Generalist in the subject line of your email, please send your resume and cover letter to:

Vanessa Masters, *CPHR CPM SHRM-SCP*
Human Resources Director
Métis Nation British Columbia
Email: careers@mnbc.ca

MNBC is committed to promoting the health, safety, and well-being of all staff during the COVID-19 pandemic. The safety of our employees and Chartered Communities is paramount, and vaccination against COVID-19 is a key public measure to reduce the spread and severity of the virus and its variants. As such, we have recently announced all employees, vendors, and visitors are required to be vaccinated against COVID-19 in order to come to MNBC offices. **Effective November 15, 2021: full vaccination against COVID-19 is required to be eligible for employment at MNBC. All individuals must provide Proof of Vaccination, to be verified by Human Resources, as a mandatory condition of their employment.**