



Where Learners Become Leaders

EMPLOYMENT OPPORTUNITY
INTERNAL / EXTERNAL POSTING

HR Generalist

Full Time Position

Native Education College is the largest private Indigenous College in BC, working with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. We strive to combine academic excellence with a strong commitment to First Nations community-based education and the best practices of adult education.

Position Summary:

This position is responsible for overseeing the entire employment pathway from beginning to end. Responsibilities include recruitment and hiring, onboarding and orienting new staff, and guiding senior management along Human Resource processes. Also included are labour relations responsibilities, exit interviews, and offboarding.

Key Responsibilities:

- Leading by the values of the longhouse
- Responsible for the development and monitoring of pay-band, or salary grid.
- Responsible for the development of Organizational Chart and Human Resource growth and development.
- Responsible for succession planning, and recruitment of Indigenous talent.
- Oversee the talent acquisition process by preparing job descriptions
- Posting to recruitment websites and social media platforms, pre-screening qualified candidates, and preparing job offers.
- Oversee the orientation, onboarding/ offboarding process of incoming and outgoing staff.
- Create procedures for HR process from hiring to exiting
- Oversee new employees receive proper equipment, technology, permissions and access to conduct their roles successfully.
- Ensure exiting staff have returned all equipment, including all access cards and keys have been returned.
- Ensure that all employee documentation including job descriptions, employee personnel, organizational chart, etc. are accurate and securely stored in the HR system and other platforms.
- Timely and effective delivery of human resource services including but not limited to consultation with management and advice in all disciplinary and non-disciplinary matters, investigations, complaints, attendance management, performance management, health & safety, and workplace accommodations to clients to ensure business objectives are met.
- Provide advice to managers in the areas of human rights, employment legislation, policies, and procedures.
- Provide labour relations support to management (grievance administration, labour relations code, collective agreement interpretation, selection) as per the terms of the Longhouse Values, policies and procedures, and collective agreement
- Support with implementation and administration of ad-hoc projects including but not limited to attendance management, workplace health & safety, recruitment, onboarding and employee engagement.
- Develop the framework and guide management on how to facilitate and monitor performance management process which includes objective setting, mid-year and annual performance reviews
- Review and update employee manual and other related policies, ensuring it meets regulatory requirements and Longhouse Values.



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- Other longhouse duties may be required from time to time.

Minimum Qualifications:

- Minimum 3 years of experience working in a similar role.
- Post-secondary studies in HR Management. Certification(s) in human resources management is preferred.
- Demonstrated understanding of Provincial Employment Standards.
- Experience developing and implementing effective HR processes.
- Excellent written and verbal communication and interpersonal skills.
- Ability to handle highly sensitive and confidential material in a professional manner
- Good organizational abilities and careful attention to detail
- Experience interviewing candidates for various roles
- Experience in Health & Safety protocols
- Experience in HRIS systems.
- Proficient in Microsoft Office (Word, Excel and Outlook)

Terms:

Appointment to this full-time excluded position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. Members of equity-seeking groups are encouraged to apply. The position is subject to vacation blackout dates. We welcome all applicants, although Indigenous ancestry is preferred, and only short-listed applicants will be contacted.

Closing Date: November 17, 2023

Start Date: As soon as possible

Salary: Based on skills and experience

Application Details:

Please submit your resume, names of three references from related work experience, and a cover letter outlining your interest and detailing how you meet the above qualifications. Only short-listed applicants will be contacted. Address your application to:

Hiring Manager
NEC Native Education College

285 East 5th Avenue
Vancouver, BC

E-mail: [hiring@necvancouver.org](mailto: hiring@necvancouver.org)