



K'en T'em

JOB POSTING

Human Resources Manager

JOB TITLE:	Human Resources Manager
REPORTS TO:	General Manager
TERM:	Full-time, permanent position
PAY SCALE:	Starting at \$65,000.00 - \$85,000.00 Annually
START DATE:	As soon as a suitable candidate is found
CLOSING DATE:	October 31st, 2024



K'en T'em Limited Partnership (KTLP) is a for-profit corporation committed to providing the Nlaka'pamux people of the eight Citxw Nlaka'pamux Assembly (CNA) Participating Bands with the resources that will help them efficiently create, manage and operate business opportunities. We are leaders at putting cross-cultural values at the forefront of our business while prioritizing simple, efficient, integrative solutions that meet the unique needs of our clients.

The Human Resources Manager at K'en T'em Limited Partnership is responsible for developing and implementing HR strategies and initiatives, managing recruitment and selection processes, overseeing performance assessment systems, maintaining the benefits program, and ensuring compliance with HR policies and labor regulations. Additionally, the role involves developing talent acquisition strategies, creating a positive working environment, and providing decision support through HR metrics. Other responsibilities include fostering employee development, managing employee relations, conducting engagement surveys, and staying updated on industry trends and best practices.

Primary Duties

- Develop and implement HR strategies and initiatives aligned with the Strategic Plan,
- Develop and monitor overall HR strategies, systems, tactics, policies, and procedures across the organization,
- Design and implement company policies that promote a healthy and safe work environment,
- Manage the recruitment and selection process,
- Develop and implement talent acquisition strategies to attract and retain high-quality candidates,

Primary Duties Continued

- Nurture a positive working environment,
- Oversee and manage a performance assessment system that drives high performance,
- Maintain pay plan and benefits program,
- Assess training needs to apply and monitor training programs,
- Develop and implement employee development and training programs,
- Report to the General Manager and provide decision support through HR metrics,
- Liaise with all Managers, supervisors, and staff to ensure all HR transactions respect and comply with the organization's HR Policies and Procedures,
- Set objectives for the HR team and track progress,
- Organize learning and development programs,
- Create and review departmental budgets,
- Develop and maintain HR policies and procedures that comply with labour regulations,
- Develop programs to increase morale,
- Review performance evaluations and other reports,
- Create a comprehensive onboarding program to support new hires,
- Monitor and evaluate talent management programs to ensure effectiveness and alignment with objectives,
- Provide coaching and support to managers and employees to promote employee development and success,
- Bridge management and employee relations by addressing demands, grievances, or other issues,
- Conduct regular employee engagement surveys and develop action plans to improve employee satisfaction and retention,
- Develop and implement cultural awareness training to promote a positive and inclusive work environment, and
- Maintain up-to-date knowledge of industry trends and best practices in talent management.
- Other ad hoc duties as assigned by the General Manager.

Experience and Requirements

- Chartered Professional in Human Resources (CPHR) designation is an asset,
- Post-secondary in sociology, psychology, business administration, commerce and/or human resources is an asset,
- Minimum of 1-year experience in human resources, preferably within an Indigenous environment,
- Criminal Record Check (CRC), and
- Proven experience in project management, policy development, training program development/ delivery, recruitment and retention strategies.

Knowledge, Skills and Abilities

- Ability to handle confidential information with professionalism and discretion,
- Be adaptable to various competing demands and demonstrate the highest level of competency and confidentiality,
- Proficient in Microsoft Office. Ability to navigate with ease, all virtual meeting software,
- Ability to make decisions with precision and integrity using effective communication skills and with the intention of building and maintaining trusting relationships, and change management,
- Expert level written and verbal communication skills with experience in conflict resolution,
- Must have administrative and organizational skills,
- Knowledge of nłe?kepmx cultural values, and willingness to learn nłe?kepmx protocols, beginner nłe?kepmxcín, and
- Recognizes and respects cultural diversity.



Please submit your cover letter and resume to:

Email: HR@kentem.ca

Subject Line: Application - HR Manager

In Person: 2025 Granite Ave, Merritt BC

Mail: PO Box 618, Merritt, BC V1K 1B8

Fax: 250-378-2910

**A signing bonus may be considered for the right applicant*

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted. Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. K'en T'em respects the privacy of all applicants and the confidentiality of personal information.