LOWER SIMILKAMEEN INDIAN BAND
HUMAN RESOURCE ASSISTANT

PROGRAM
The Administration Division is responsible for providing financial and administration services to the Lower Similkameen Indian Band. Support will also be provided to the Lower Similkameen Indian Band (LSIB) Development Corporation through arranged service agreements. The Administration Division will include expertise in human resource management, financial planning, budgeting, monitoring and reporting service plan development, performance measures, financial policy and procedures management, financial systems support, debt management, payroll, and revenue and accounts receivable and payable. Additionally, the program will provide general reception and filing services on a day-to-day operational basis.

PURPOSE OF THE POSITION
The Human Resource Assistant provides generalist information, assistance to the Human Resources Coordinator/Manager. To help with the guidance and training to employees, Supervisors, and Chief and Council on the full spectrum of human resource services and activities to support and drive both day-today and strategic HR priorities. This will include but not be limited to recruitment and selection, labour relations, training, compensation and benefits, performance management and career development, and employee retention activities.

SUPERVISION RECEIVED
The Human Resource Assistant operates under the direct supervision of the Human Resources Manager.

SUPERVISION EXERCISED
The Human Resource Assistant does not supervise employees.

DUTIES AND RESPONSIBILITIES
- Creates and maintain pro-active, effective and trusting relationships with all employees;
- Develops a strong partnership with client groups in order to work collaboratively and to support group objectives and the Band’s vision, mission and values;
- Continually engages in employee relations matters to ensure concerns are addressed in a fair and timely manner;
• Helps to Coordinate recruitment processes, including assistance with the development of job descriptions and postings, resume short listing, interviewing, reference checking, offer letter preparation, reporting, and onboarding;

• Helps to drive and support employee development and training programs through communication, education and recommendation of various internal and external programs;

• Assists in the development, implementation, and administration of human resources policies and procedures to ensure compliance with employment law;

• Provides support, training, and tracking for the Competency Based Performance Evaluation and Development program to ensure that feedback and evaluations are completed on time;

• Assists with new employee onboarding and orientations;

• Supports the entry of employee data ( hires, changes, benefit administration, and terminations);

• Assists with policy discussions and strategic planning. Integrates planning for departmental services within the LSIB’s strategic plan and its goals;

• Learns to negotiate and review contracts and agreements with employees or contractors hired to assist the work of all departments;

• Helps with the management of labor relations including legislation interpretation, disciplinary issues, and conflict resolution.

• Continually monitors areas of responsibility for opportunities for improvement and innovation and works proactively to implement these;

• Helps to prepare reports for the Band Manager, Chief and Council and management team as required; and carries out special projects as required;

• Ensures that service quality standards are maintained and consistently delivered in all areas of responsibility;

• Attends and participates in Team Lead meetings as required and their initiatives;

• Carries out other duties essential to the position as directed by Human Resources Manager and the Band Manager.

FINANCIAL RESPONSIBILITY
The Human Resource Assistant is does not have Financial Responsibilities.

EDUCATION AND EXPERIENCE
• Willingness to work on a Degree or Diploma in Human Resource Management or related field; and

• Recruitment and selection experience including workforce planning and staffing from entry level to management positions;

• Training and development experience including design, development and delivery;

• Previous experience working in a First Nations community is an asset.

• Valid Class 5 driver’s license and reliable vehicle is required;

• Clean criminal record check required.

KNOWLEDGE, SKILLS, AND ABILITIES
• Sound knowledge of current trends, issues, best practices, philosophy and techniques in all facets of human resource service;

• Sound knowledge of relevant federal and provincial legislation, acts, regulations and acts pertaining to human resource service delivery;

• Advanced critical thinking, organizational and problem solving skills;

• Sound written and verbal communication skills and the ability to discuss human resource issues in a language suitable to the audience;

• Sound management skills in a continually evolving environment;

• Ability to confidently interact throughout all levels of the organization, from front-line employees to Chief and Council;

• Ability to handle sensitive and confidential information and situations with a high level of integrity, professionalism, and trust;

• Ability to research and interpret demographic analyses, trends and other indicators to generate recommendations that will improve service delivery;
• Ability to establish and maintain respectful, cooperative and productive relationships; and collaborate effectively with internal and external stakeholders;
• Ability to provide leadership in a team environment, utilizing effective team-building, communication and management techniques;
• Ability to interpret Band Manager direction and incorporate into daily operational activities;
• Ability to align departmental capacity with the LSIB’s strategic goals and objectives;
• Ability to function effectively as part of the management team.

OTHER FACTORS
Culture/Language:
Respect for and working knowledge of the Syilx culture.

Committee Involvement:
Sits on numerous committees as appointed by the Band Manager.

Personal Attributes
The Human Resource Assistant maintains strict confidentiality in performing their duties and demonstrates the following personal attributes: Integrity, Respect, Trust, Honesty, Compassion, and Accountability.

WORKING CONDITIONS
Work Environment
• Extended periods of sitting at a desk and using a computer and other office equipment;
• Lifting, bending or stooping;
• On call for emergency after hour situations;
• Potential for conflict from employees, the public or Band members;
• High demand of time is expected from the Band Manager and employees relating to human resource programs, services and emergencies;
• May be required to work long hours attending meetings and community events. Travel out of town for meetings and conferences is required;
• Evening and weekend work as required.

Tools/Equipment
• Office tools and equipment such as computers, laptops, scanners, photocopiers, calculators, fax machines, telephone system;
• Computer applications such as databases, electronic mail, spreadsheets, and word processing using MS Office.

Time Management
• Manages a number of requests and initiatives at one time and completes a number of tasks and responsibilities on a timely manner;
• Frequent deadlines.

COMPETENCIES

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COMPETENCIES DEFINED

CORE COMPETENCIES
Respect/Collaboration
RESPECT: Treats all people with dignity, respect and fairness. Resolves interpersonal conflicts constructively. Shares time, energy and knowledge with others to ensure they can succeed.
INCLUSIVENESS: Demonstrates awareness and respect of cultural and individual values. Appreciates and leverages the strengths of others to accomplish goals, regardless of background. Listens to ideas from others, even when different from own. Is careful to ensure all sides are heard before reaching a conclusion.

Trust & Honesty/Building Trust
HONEST: Behaves and expresses oneself in an open and honest manner. Is consistent in word and actions. Tells the truth even when it is difficult. Shares information accurately, completely and appropriately.
COMMITTED: Follows through on assignments and commitments. Supports LSIB goals and initiatives. Adheres to all policies and procedures.

Compassion
Genuinely cares about people; is concerned with their problems; is available and ready to help; demonstrates real empathy with the joys and pains of others

Accountability/Taking Initiative
Responds appropriately on own to improve outcomes, processes or measurements. Assumes responsibility and leadership when asked. Accomplishes goals independently, with little need for supervision. Takes ownership and accountability for own performance. Seeks out and/or accepts additional responsibilities in the context of the job. Identifies problems, obstacles or opportunities and takes appropriate action to address current or future problems or opportunities. Proactively doing things and not simply thinking about future actions.

FINANCIAL COMPETENCIES
Understands the organization’s financial processes. Prepares, justifies, and administers the program budget. Oversees projects, procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.

Budgeting
is the ability to plan and monitor the use of expenditures to meet organizational objectives and compliance. Ability to prepare budget documents and reports. Ability to allocate resources, plan procurement, and oversee budgets and contracts to ensure fiscal stability of the organization.

Reporting
possesses knowledge of appropriate data collection policy and procedures, filing systems, data management systems, and programs. Ability to compile, assimilate, organize, and store printed and electronic information. Ability to review, compile and analyze information to prepare reports. Communicating the scope of work and findings or recommendations. Communicating clearly and objectively the work done and the resulting findings. Use appropriate standards for reporting certain findings or recommendations. Ability to comply with reporting requirements to funders.

Project Management
is the ability to provide oversight for project(s) and all related activities in that setting to include quality assurance, cash flow management and safety. Ability to coordinate and manage facilities, equipment, supplies and related resources as necessary for the project. Ability to monitor environmental risks, if any and quality control. Ability to establish a set of tasks and activities associated with an intended outcome and timeline. Ability to ensure actions are performed and/or implemented to achieve the results of the project.

Resources and Fiscal Management
Uses resources such as human capital, supplies, products, materials, and other useable items effectively and with foresight to available and limited funds.

LEADERSHIP COMPETENCIES
Inspires others to work toward common goals by engaging and empowering them. Provides inspiration, clarity and direction through a convincing vision of the future including focusing the team on priorities, leading and supporting the team through change, soliciting the
team’s input to form plans, providing them with the required resources and motivational support, and the commitment to achieve personal, team and organizational goals. Leaders measure their success through the success of others.

**Change Management** is the ability to support a change initiative that has been mandated within the organization. It involves helping the organizations’ members understand what the change means to them, and providing the ongoing guidance and support that will maintain enthusiasm and commitment to the change process. People with this competency willingly embrace and champion change. They take advantage of every opportunity to explain their vision of the future to others and gain buy-in.

**Developing Others** involves a genuine intent to foster the long-term learning or development of others through coaching, managing performance and mentoring. Its focus is on developmental intent and effect rather than on a formal role of training. For this competency to be considered, the individual’s actions should be driven by a genuine desire to develop others, rather than by a need to transfer adequate skills to complete tasks.

**Holding People Accountable** involves setting standards of performance by taking responsibility for one’s team members’ performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly; holding team members, outside contractors, industry agencies, etc., accountable for results and actions.

**Leadership** Maintains a professional and positive manner even under changing or uncertain conditions. Works well with a wide range of individuals to provide support, coaching, encouragement, and direction. Engages others in order to accomplish organizational goals and strategies.

**Planning, Organizing and Co-ordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization’s mandate.

**Strategic Orientation** is the ability to link the community’s guiding principles, long-range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world at large on strategies and on choices.

**GENERAL MANAGEMENT COMPETENCIES** are the job related behaviours that demonstrate effectiveness in a job, role, function, task or duty and result in good or poor performance.

**Functional Knowledge and Skills** Demonstrates skills and knowledge relevant to one’s own job function or work group. Applies current best practices in discipline or specialty area. Stays aware of major developments in discipline or specialty area. Recognized by customers and team members and customers for functional knowledge and skills.

**Analytical Thinking** Applies systematic, logical reasoning when addressing problems or situations in order to arrive at an appropriate solution or outcome. Considers the various issues and components of the problem, develops sequential steps to address the situation, and determines rational timeframes and priorities.

**Communication**
- **Oral Communication**: Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed;
- **Written Communication**: Writes in a clear, concise, organized, and convincing manner for the intended audience;
- **Persuasive Communication** is the ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences.
**Excellence and Innovation** Strives to exceed expectations on work responsibilities, goals, assignments, and projects by using proven and best proactive methods. Displays the ability to think outside the box in order to develop creative and new solutions or products that meet current and future needs.

**Flexibility:** Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles. Entails understanding and appreciating different and opposing perspectives on an issue, adapting one’s approach as situations change and accepting changes within your own position or the LSIBA.

**Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations. Makes decisions through a consultation process to build consensus.

**Technical Credibility:** Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.

**Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.

**SOCIAL AWARENESS COMPETENCIES** demonstrate how people handle relationships and awareness of others’ feelings, needs and concerns.

**Building Partnerships with Stakeholders** is the ability to build long-term or on-going relationships with stakeholders. This type of relationship is often quite deliberate and is typically focused on the way the relationship is conducted. Implicit in this competency is demonstrating a respect for and stating positive expectations of the stakeholder.

**Conflict Management** is the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within the organization.

**Customer Service** is the ability to anticipate and meet the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.

**Impact and Influence** is the ability to influence, persuade, or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations of negotiation skills to achieve the desired results.

**Listening, Understanding and Responding** is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to spoken and unspoken or partly expressed thoughts, feelings, and concerns of others. People who demonstrate this competency show a deep and complex understanding of others, including cross-cultural sensitivity.

**Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals.