



## Employment Opportunity

# Human Resources Advisor

Reference No: CT-HR-HRADV-0718

**Purpose:** Reporting to the Human Resources Director, the Human Resources Advisor will be responsible to work in partnership with various departments, and provide generalist human resources services. The successful candidate will assist in the development and implementation of Human Resources strategies, policies, practices, programs and services for the Cowichan Tribes organisation consistent with Chief and Council directives, legislation, guidelines and the operational needs of designated Cowichan Tribes departments. This is a full time, permanent position.

### Responsibilities:

- Responds to Human Resource matters within designated client groups by providing guidance, support, advice and direction to various levels of the organization related to recruitment and selection, employee development, performance and discipline, succession planning, training and development, disability and attendance management and compensation matters;
- Ensures that Human Resource related information is communicated in a professional, and timely manner;
- Leads investigation processes, including arranging interviews, preparing documentation, and completing final report with recommendations;
- Leads and participates in the recruitment and selection processes for designated client groups;
- Advises managers in performance management processes;
- Participates in the development, administration and maintenance of Human Resource policies, programs, and procedures while ensuring compliance with applicable laws and regulations;
- Provides general information and assistance regarding Cowichan Tribes HR policies and procedures to both managers and employees;
- Provides support and consults with the Human Resources Director as required;
- Other duties as required.

### Required Education and Experience: *(please attach all corresponding documents)*

- Bachelor's Degree in a relatable field, such as Business Administration is preferred; however, a combination of education and experience may be considered;
- 3-5 years' Human Resources experience in a non-unionized organization with 250+ employees, providing HR Generalist services is required;
- Supervisory experience preferred;
- Criminal Record Check (C.R.C) required.

### Required Skills, Knowledge and Abilities:

- Demonstrated ability to provide leadership in the execution of Human Resource services;
- Demonstrated ability to build and maintain strong working relationships at all levels of the organization;
- Demonstrated ability to provide advice and recommendations on employment matters with tact and cultural sensitivity;
- Demonstrated ability to maintain strict confidentiality ;
- Demonstrated ability to work independently and as a team member in a fast-paced environment;
- Excellent written, verbal and interpersonal communication skills;
- Excellent conflict resolution, presentation, analysis, problem solving, and organizational skills;
- Knowledge of both Provincial and Federal labour legislation;
- An understanding of the Cowichan Tribes cultural, political, business and operating environments is a strong asset.

**Please refer to Reference No. CT-HR-HRADV-0718  
when submitting your cover letter, resume, and three references to:**

Cowichan Tribes 5760 Allenby Road Duncan, BC V9L 5J1

**EMAIL:** [Hannah.Seymour@cowichantribes.com](mailto:Hannah.Seymour@cowichantribes.com)

**WEBSITE:** <http://www.cowichantribes.com/employment>

**DEADLINE: 4:00 p.m. Monday, July 30, 2018**