



## HR Advisor Position (Part-Time Contract)

Little Shuswap lake Indian Band (LSLIB) is seeking a Human Resources Advisor. This is a part-time contract position (2-3 days per week) for an initial 3-month period, subject to renewal depending on funding and ongoing needs of LSLIB.

### Responsibilities

- Assisting managers in conducting job evaluations
- Advising program managers on recruitment and selection strategies
- Coordinating the appointment process for successful applicants
- Negotiating terms and conditions of employment with staff
- Providing advice and playing a role in work reviews and change processes
- Updating and maintaining the HR Information System data
- Write and present information briefings on a range of HR related topics
- Advising on staff development
- Contributing to the continuous improvement of HR systems and practices
- Consulting on issues related to workplace relations and performance management
- Providing advice and assistance on policies, procedures, legislation, and enterprise agreements
- Managing an ARMS job placement data base (training provided if necessary)

### Qualifications

- Knowledge of relevant HR policies and procedures
- Knowledge of the best practice on recruitment and selection
- Experience in interpreting, advising and implementing such agreements and procedures
- Ability to use a HR information system including, accessing, inputting, and compiling data
- The verbal communication skills to communicate with a diverse client group
- The written communication skills to produce succinct correspondence and reports
- The ability to research, analyse and reason logically within tight and conflicting timeframes
- Experience in leading and working effectively in teams
- Experience in supervising staff and assuming responsibility for workload allocation
- Ability to identify development needs
- A commitment to providing customer service
- Ability to write and present information
- Experience in providing advice and support to senior managers on strategic matters
- Experience in leading projects and implementing new initiatives
- Appropriate post-secondary training and professional development
- Experience in managing employment data base software

### Remuneration

Contractors fees are negotiable, depending on budget constraints and qualifications of the applicant.

### How to Apply

Please email a cover letter, resume and 2 references to: Doug Brown, Administrator, Little Shuswap Lake Indian Band, c/o Naomi August, Executive Assistant. Email: [naugust@lslib.com](mailto:naugust@lslib.com)

For more details phone 250-679-3203.

