



## Employment Opportunity – Full-time JP 2022-43 Human Resources Generalist

### The Position

The Human Resources Generalist, under the general supervision of the Director of Human Resources, is responsible for providing human resources support to the shishálh Nation (“Nation”) as a whole. The position will support the Nation’s strategic goals and contribute to the design, planning and implementation of these programs and policies while ensuring compliance with all relevant government legislation. The HR Generalist will be accountable for adhering to and promoting policies and processes for the Nation to ensure that the overall administration, coordination and evaluation of human resources plans and programs are realized.

### Duties and Responsibilities

- Carryout human resources activities, such as recruitment, compensation, benefits, and training
- Assist in talent acquisition and recruitment processes
- Support management and staff on all Government policies related to Human Resources, Human Rights, Labour Law and/or other relevant legislation
- Assist in development and implementation of human resource policies
- Undertake tasks around performance management
- Support the investigation all complaints of discrimination, harassment, sexual harassment, grievances, acts of violence and workplace disagreements
- Carryout and facilitate professional development and training opportunities

### The Candidate

- Minimum of three to five (3-5) years of prior experience in human resources, ideally in a First Nation organization
- A post-secondary degree or diploma specializing in Human Resources
- Chartered Professional Human Resources (CPHR) or equivalent experience or ability to achieve CPHR designation
- Solid Business acumen, combined with the ability to apply practical and effective HR solutions.
- A combination of education, training, and experience equivalent to the above will be considered
- Solid knowledge of applicable legislation and regulations
- Ability to effectively respond to and interact with all level in the organization

**If you are interested in the position, send your cover letter and résumé to [recruitment@shishalh.com](mailto:recruitment@shishalh.com) with subject line ‘JP 2022-43 Human Resources Generalist’.**

*Preference will be given to qualified shishálh band members, community members, and other First Nation’s members, Inuit and Métis. We sincerely thank all applicants for their interest in the position, however only qualified applicants will be contacted for an interview.*