



# Career Opportunity

## Human Resources Manager

*The Mission of the Haida Enterprise Corporation (HaiCo) is to generate a diverse, functioning and sustainable economy on Haida Gwaii, for the long term well-being of the Haida People and culture. As employees of the HaiCo organization, we are constantly challenging ourselves to find innovative ways to build an enterprise that creates and develops new opportunities for our shareholders, the Haida People and the economy of Haida Gwaii.*

### POSITION SUMMARY

Reporting to the CEO and working with the Management Team, the Human Resources Manager will lead and manage HaiCo's Human Resources program for our various businesses and provide overall support to employees and managers. The incumbent will oversee the development and execution of the Human Resources strategic plan ensuring alignment with HaiCo's Vision, Mission and Strategic Goals.

This position will be located on Haida Gwaii, in either our Skidegate or Massett office. Regular travel on Haida Gwaii and to the Lower Mainland will be required.

### KEY RESPONSIBILITIES

- In conjunction with the Management Team, develop the annual Human Resources plan to support the growth and development of HaiCo's various business entities including Haida Tourism Limited Partnership, Haida Wild Seafood and Taan Forest Limited Partnership.
- Maintain and build on the existing HR infrastructure and develop new HR programs to support HaiCo's growth while honouring and respecting Haida values and ethics in all aspects of the business.
- Support and coach managers through employee relations issues and provide sound advice.
- Maintain and update the employee handbook ensuring connection to organizational culture as well as ensuring compliance with various employment related legislation.
- Oversee the recruiting and selection function in order to attract and hire talented employees to join the HaiCo team. Maintain, update and train managers in best practice recruiting and selection processes. Maximize opportunities to hire Haida citizens into HaiCo and its business enterprises.
- Ensure that an effective boarding and orientation process is in place for new employees.
- Leverage HaiCo's performance management tools and re-develop as necessary to maximize employee and organizational performance. Coach managers regarding staff development and performance, performance improvement plans and performance conversations.
- Manage HaiCo's compensation program including maintaining the compensation grid, conducting market reviews and administering the compensation policy.
- Oversee HaiCo's benefit and retirement plans. Work with the Chief Financial Officer and the benefit consultant to ensure a competitive benefits package that is cost effective.
- Oversee the Skills Development function to coordinate the delivery of skill building and training initiatives and programs that help fulfill on-island needs and build capacity to advance the various business interests of HaiCo. Provide leadership and day to day supervision to the Skills Development Coordinator.
- Manage and maintain employee files, administer the Leave Tracking System, prepare employment agreements and other HR administration.
- Act as a resource to Payroll Administrators with regard to employment legislation and benefit administration.

Other related duties as assigned

## KNOWLEDGE, SKILLS AND ABILITIES

- In depth understanding of HR management and its link to business strategy
- Exceptional interpersonal and employee relations skills with the ability to assess and influence solutions
- Ability to work with a variety of different people with varying backgrounds and perspectives and to quickly build rapport and trust
- Strong team work skills and the ability to instill a teamwork culture
- Excellent communication skills including: listening, negotiation, presentation, and writing
- Adaptable, proactive with strong problem solving skills
- Ability to deal with conflict or difficult situations and work with parties to find appropriate solutions using mediation and conciliation.
- Intermediate to advanced computer skills
- Positive and enthusiastic, hands-on approach with a strong customer service philosophy
- Based on Haida Gwaii, travel to our businesses on Haida Gwaii and the Lower Mainland will be required

## TRAINING, EDUCATION AND EXPERIENCE

- A Diploma or Degree in Human Resources Management
- A Chartered Professional in Human Resources (CPHR) designation is an asset
- Minimum 5-7 years of progressive HR experience in a variety of industries preferably including tourism. Experience working with Indigenous Communities in a Human Resources role is an asset
- Experience in developing and implementing strategic plans
- Experience in full-cycle recruitment
- Experience developing Human Resource infrastructure and programs including the development of metrics to measure success
- Extensive experience in employee relations including conducting investigations, mediation, leading performance management and corrective action discussions
- Class 5 Drivers License

## HOW TO APPLY

Deadline for applications is October 27, 2017

Please send your resume and cover letter to: [hr@haico.ca](mailto:hr@haico.ca) or apply online at [www.haico.ca](http://www.haico.ca) under careers.