

Position Description

Title:	People & Talent Manager
Reporting to:	Executive Director
Overview:	This part-time (24 hours per week) role with the SLCC is integral for taking care of our most important resource. The People & Talent Manager will oversee full cycle human resources programming including recruitment, on-boarding, performance management, health and safety, and day-to-day support for leadership and staff.
About SLCC:	<p>The Squamish Lil'wat Cultural Centre (SLCC) is a place sharing meaningful experiences, educating all, and lifting our distinct Skwxwú7mesh and Lil'wat ways.</p> <p>We are a space where our Skwxwú7mesh and Lil'wat cultures meet, grow, and are shared.</p>

What we are counting on you for – Responsibilities and Deliverables

- Support Executive Director and leadership team on operational delivery aligned to strategic priorities.
- Manages full cycle recruitment including job description development, job postings, scheduling interviews, developing interview questions, supporting interviews with leaders, reference checks and job offer/employment contracts.
- Supports entire on-boarding experience for new staff. Provides on-boarding guideline for leaders and facilitates orientation program to all new staff including the Indigenous Youth program. Follows up to ensure all Criminal Record Checks are completed.
- Supports the Occupational Health & Safety committee and ensures employees are following key WorkSafe BC guidelines and safety protocols. Works with managers on any return to work programs for staff.
- Guides all performance management including supporting on-going feedback for staff and leaders, performance review process, delivery and maintenance of recognition program and discipline and/or termination if needed.

- Supports HR/Accounting Coordinator with personnel file management, employee new hire paperwork, and employee changes.
- Manages the uniform, lockers and nametag program.
- Assists the broader SLCC team when needed.

Every Member of the SLCC Team

- Coordinate and participate in various special projects as assigned.
- Follow all safety and security procedures and policies.
- One the best things about the SLCC is our small, close-knit team. While the above expectations are the majority of this role, it is expected that all team members will come together to help each other out, outside the boundaries of their job description.
- Live the SLCC values of Passion, Empowerment, Collaboration and Equality.
 - Passion: Has a voice in sharing the pride of cultures; creates a sense of connection and belonging; and brings a sense of humour.
 - Empowerment: Takes ownership and follows up; trusts self and each other; and openly ready to learn and grow through successes and mistakes.
 - Collaboration: Works closely with team towards a common goal; acknowledges differences and draws on each other's strengths; and shares own perspective while also being curious about other's perspectives.
 - Equality: We treat others as we would like to be treated, with fairness and respect.

What you will bring to our team (experience and attributes):

- Diploma or degree in Human Resources or related business education.
- Minimum 3 years work experience in human resources or related experience.
- Solid understanding of BC Employment Standards and Human Rights legislation.
- Proven ability to build and sustain strong working relationships all levels of staff.
- Able to maintain highest level of confidentiality and privacy.
- Organized and able to manage multiple tasks and priorities.
- Understanding of workplace health and safety an asset.

- Strong communicator: able to provide feedback and guidance, sometimes in a difficult conversation, with clarity, empathy with a solutions-based approach.
- Flexible and adaptable to changing needs of employee and organization.
- Previous experience working in First Nations an asset.
- Willing to complete and submit a Criminal Record Check.

Application and Selection Process:

Please apply by sending your cover letter and resume to Human.Resources@SLCC.ca by September 20, 2020.

If you are selected to move forward in the interview process, there will be multiple steps in our selection. We are committed to hiring the best leader for the SLCC and want to ensure you are a great fit for the team and the right candidate.