

#SLCCWhistler



## Position Description

<b>Title:</b>	<b>People &amp; Talent Manager</b>
<b>Reporting to:</b>	Executive Director
<b>Overview:</b>	The People & Talent Manager is an integral member of the SLCC team. 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.
<b>About SLCC:</b>	<p>The Squamish Lil'wat Cultural Centre (SLCC), where mountains, rivers and people meet, embodies the spirit of partnership between two unique Nations who wish to preserve, grow and share our traditional cultures.</p> <p>The vision of the SLCC is to share our cultural knowledge to inspire understanding and respect amongst all people.</p>

### What we are counting on you for (deliverables and expectations):

#### Operations

- Manages full cycle recruitment including job descriptions development, job postings, scheduling interviews, developing interview questions, supporting interview with leaders, reference checks and job offer/employment contracts.
- Creates on-boarding experience for new staff. Provides on-boarding guideline for leaders and facilitates orientation program for all new staff.
- Supports the Occupational Health and Safety committee and ensures employees are following key WorkSafe BC guidelines and 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 progressive discipline/or termination if required.
- Maintains all employee files and all paperwork associated with employee files.



- Facilitates all wellness grants and programming for the entire team.
- Collaborates with the Finance Director to facilitate employee group benefits, and wellness credit.
- Collaborate with Operations Manager on scheduling, including drivers.

### Leadership

- Supports the Executive Director and leadership team on operational delivery aligned to strategic priorities.
- Mentor and support Managers with best HR practices.
- Strategizes and identify key gaps in training.

### Every Member of the SLCC Team

- 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.
- Lives 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):

#### Attributes

- Proven ability to build and sustain strong working relationships with all levels of staff.
- Able to maintain highest level of confidentiality and privacy.
- Organized, able to problem solve and adaptable.
- Strong ability to manage multiple tasks and priorities.
- Excellent conflict resolution skills and comfort with challenging conversations.

#### Experience and Education

- 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.
- Cultural Sensitivity training is an asset.
- Knowledge of WorkSafe BC

### Application and Selection Process:

- Please apply by sending your cover letter and resume to [human.resources@slcc.ca](mailto:human.resources@slcc.ca) by August 25, 2023 at 5 pm.
- We are committed to diversity, equity and inclusion for all people and hire using these principals.

