



**Position: Manager, Human Resources**

Permanent Full-time Position  
Human Resources Department; North Vancouver, BC  
Posted: July 2, 2009 Posting Closes: July 23, 2009

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Reporting to the Department Head, this management position directs the day to day activities for the Human Resources Department. The main areas of responsibility for this position include HR management, HR case management, the implementation of budgets and programs, and employee supervision. The incumbent also investigates complex HR cases for presentation to the Department Head as required. The incumbent operates at a high level of analytical, information processing and human interaction.

**Typical Duties & Responsibilities:**

- Assists Department Head with establishment of permanent operating guidelines and strategy for HR department.
- Assists Department Head to develop and enhance HR programs, systems and procedures.
- Achieves goals of Squamish Nation Human Resource function.
- Manages Human Resource staff, programs, and building.
- Intakes and manages new / existing Human Resource cases.
- Assists with policy development, maintenance and interpretation.
- Assists with Squamish Nation organizational development and job design process.
- Assists Department Head with management of annual budget for Human Resources.
- Participates as a member of the Human Resources team.

**Education, Level of Experience & Hiring Requirements:**

- Bachelors degree from a recognized university specializing in psychology, social services, education, business admin, or Human Resources.
- Plus five (5) to seven (7) years directly-related experience in the majority of specialties listed in the job description including education program management, career counselling, staff supervision, employee relations, training, budgetary responsibilities, etc.
- As career progresses, incumbent will be required to successfully complete job-required, short-term upgrading, training and courses relating to Human Resource management, policy writing, employee counselling, mediation, employment law, investigation, conflict resolution, case management, staff supervision, etc.
- As career progresses, will be required to complete a certificate/diploma in Human Resource Management.
- Experience as an intermediate level user of Email, Internet, Excel, Word/WordPerfect.
- Working experience with a large scale computerized database system.
- Experience with JD Edwards is an asset.
- Previous experience working in a First Nations Community (particularly Squamish) is preferred.
- Experience working in a First Nations Human Resources environment is an asset.
- Must be able to provide a valid Criminal Records Check.
- Must have a reliable vehicle and current auto insurance.
- Must have a valid BC Driver's License Class 5, Class 7N may be considered.
- Will be required to travel to Squamish Valley 1 – 4 times per month.
- Must have previous supervisory or managerial experience.
- Grade 12 plus 14 to 16 years may substitute for above education and experience.

**Salary:** As per Squamish Nation Performance & Compensation Strategy.

**Send Application To:** Rae Anne Claxton, Recruiting Admin Coordinator  
Human Resources  
336 West 4<sup>th</sup> Street  
North Vancouver, BC  
V7M 1J1

**Or Email:** [hr@squamish.net](mailto:hr@squamish.net)

**Application MUST Include:**

- Cover Letter & Resume
- 3 letters of reference  
from direct supervisors
- Official copies of school records

**No faxes will be accepted**

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**ONLY APPLICANTS WITH RELEVANT TRAINING & EXPERIENCE WILL BE CONTACTED FOR AN INTERVIEW**

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