



Employment Opportunity  
**HUMAN RESOURCES DIRECTOR**

Reference No. CT-HR-HRD-0919

**Purpose:** Reporting to the General Manager, the Human Resources (HR) Director develops and leads the implementation of Human Resources strategies, policies, practices, programs and services for the Cowichan Tribes organization. Cowichan Tribes provides services to the community in the following sectors: Education, Health, Child & Family Services, Capital Assets & Housing Management, Natural Resources, Social Assistance, and Treaty.

**Responsibilities:**

Strategic Management aspects (20% of position)

- Coaching & Mentorship of Center & Dept. Managers on consistent HR policy application
- Empower front line employees and managers in Policy application to ensure consistency and standardization of HR functions across the organization.
- Collaborate with appropriate parties to revise and implement the HR Policy
- Ensure issues are communicated to the General Manager, HR Committee, and Chief & Council, in a timely manner, for updates, discussion, or direction as needed.
- Provides leadership in the development of HR initiatives, programs, and services to support the strategic, tactical, and operational needs of Cowichan Tribes departments with consideration of future HR trends in employment, legislation, and organizational efficiency impacts. Recommends programs, activities, directions and priorities to assist Cowichan Tribes in achieving its organizational and departmental goals and objectives.

Operational aspects (80% of position)

- Provide daily supervision and guidance on the HR department functions and HR department staff, including: completing evaluations, performance management, coaching & guiding on complex HR issues, employee requests, and training & development;
- Manage a full caseload, including:
  - Provide expert consultation to Department Managers regarding HR Generalist functions
  - Identify and successfully manage complex employee relations and organizational development issues
  - Manage all terminations for the organization
  - Wage review for their caseload & HR staff
  - Manage all executive recruitment
- Financial Management – managing the HR budget, completing budget revisions.
- With the approval of the General Manager, consult legal on HR items
- Partner with other senior managers on business change related issues beyond HR

**Required Education and Experience:** *(please attach all corresponding documents)*

- Bachelor's degree in Human Resources or related field.
- 10+ years of progressive HR experience including experience in multiple areas of HR such as Recruitment and Retention, Compensation and Benefits, Succession Planning, Training and Organizational Development, at least 5 of which must be in a senior/leadership capacity.
- Experience supporting client groups in a 500+ employee environment within an aboriginal governance environment preferred
- Chartered Professional in Human Resources (CPHR) designation or equivalent is an asset

**Required Skills, Knowledge, and Abilities:**

- Ability to adapt to organizational culture
- Knowledge of relevant workplace legislation; both federally and provincially
- Strong influencing and diplomatic skills to advise and partner with individuals at all levels in the organization
- Strong ability to lead, motivate, and manage the performance of a team of professional and administrative HR staff.
- Demonstrated computer proficiency and working knowledge of related administration, HR, salary administration and payroll systems and tools.
- Strong coaching, mentoring and facilitation skills

*Interested applicants are invited to a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.*

**Attention:** Reference No. CT-HR-HRD-0919  
Human Resources Department, Cowichan Tribes  
5760 Allenby Rd. Duncan, BC V9L 5J1  
Email: [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

Website: <http://www.cowichantribes.com/employment>

**Deadline: 4:00 p.m. Thursday, October 10, 2019**