



Position	Human Resources and Contracts Manager
Department	Administration
Supervisor	Chief Administration Officer (CAO)
Wage / Salary Range	\$80,000 - \$89,000 per year
Status	Permanent, Full-time
Location	Taku River Tlingit First Nation (TRTFN), Atlin, BC
Date created	June 6, 2024
Closing Date	Until Filled

POSITION SUMMARY

This position is a senior member of the Administration Department at the Taku River Tlingit First Nation (TRTFN), and in addition to the core duties of the position, supports the Administration team with mentoring role to all junior administration staff.

ABOUT THE TAKU RIVER TLINGIT FIRST NATION (TRTFN)

The TRTFN is situated in its traditional lands in the idyllic community of Atlin, British Columbia, a small community of approximately 470 people. The TRTFN is governed through the adoption of a traditional Tlingit clan system of governance. The TRTFN is moving forward as the responsible decision makers of their territorial lands and waters. The TRTFN territory covers over 40,000 sq/km and includes what is now known as British Columbia, Yukon, and Alaska/US. Its territory contains high mountains, expansive forests rich with wildlife and salmon filled wild rivers. As responsible decision makers, the TRTFN is embarking on a course necessary to ensure the continuation and advancement of its rights and interests in all matters impacting the traditional territory. This will assist the TRTFN in ensuring the preservation of what is Tlingit.

LIVING IN ATLIN

Atlin, the small community of approximately 470 people, is in northwestern British Columbia, Canada. It is located on the eastern shore of Atlin Lake (the name comes from Áa Tlein, the Tlingit language word for "big body of water"), surrounded by mountains and connected to the Yukon via a hard surfaced, all-season maintained road. There are two small grocery stores, a post office, government agent, nursing station, an RCMP detachment, several churches, K-12 public-school, day-care facility, a volunteer fire department, museum, marina, small airport, parks and playgrounds, laundromat, gas stations, as well as restaurants and accommodations for tourism and local needs. Communication is via landline and satellite, although there is a proposal in place to bring fibre optic and cell service to the area. In addition to continued placer gold mining, Atlin offers its residents and visitors activities such as sightseeing, fishing, hiking, camping, as well as many arts and entertainment events.

WORK THAT MATTERS

You are passionate about improving outcomes for First Nations people. You enjoy working as part of a team and can deliver individual results. You thrive in an environment which allows you to make a high impact towards the future of a First Nations Community.

DUTIES AND RESPONSIBILITIES

Human Resources Manager Duties:

- Performs all recruitment lead functions for TRTFN including advertising, setting up interviews, suggesting questions, requesting security checks and doing reference checks, working with managers to ensure standard job descriptions are developed, and funding is in place with coding for the positions planned.
- Ensures policy and orientation material and forms are available for managers and staff and that policy is up-to-date.
- Makes managers and supervisors aware of performance management schedule and any increases granted for staff are applied in a consistent manner and can be accommodated within existing budgets.
- Supervise training coordinator to coordinate training sessions and seminars.
- Ensures organized and confidential files are in place for all employees and contractors.
- Works with Chief Administrative Officer (CAO) and managers to promote a Tlingit culturally sensitive work place that reflects the observance of Human Rights, is inclusive, and that any incidences of lateral violence or harassment are referred to the CAO immediately through the TRTFN grievance process.
- Answering all internal and external HR-related queries and requests.
- Human Resources program development proposal writing where applicable.
- Assisting with payroll administration.
- Preparing correspondence, advertisements, and other documents related to human resources and contracts.
- Other related duties as required.

Contracts Manager Duties:

- Ensures Finance Policy guidelines are followed with respect to contracts, providing tenders where warranted and ensuring signing authorities are applied in alignment with contract amounts.
- Supervise the contracts coordinator to ensure all contracts are in place for all contractors, there is funding available and coding for contracts in place, and contractors are in compliance with the contracts they are performing under.
- Monitor contracts, and moving forward with extension, close-out, or renewal of contracts.
- Ensuring all contract details align with federal, provincial, and local laws, as well as cooperate guidelines, policies, objectives, and goals.
- Draft responses to contract bids, negotiations, and proposals.
- Review existing contracts to locate any potential breaches and to add updates as requested by signers.
- Write and send requests for proposals to potential vendors/contractors.
- Adding process improvements to existing company contract policies to ensure compliance and reduce any potential risks.

- Other related duties as required.

General Administrative Oversight:

- Mentoring other administration staff, particularly new staff on correct administration procedures in compliance with TRTFN policies and best practice. Word processing correspondence, memorandums, documentation, etc., from written or oral instruction using various software programs.
- Conducting basic budgeting, financial, program, policy, and related research using various software applications and producing tables, charts, documents as required.
- Ensures tracking of contributions and assists with reporting where applicable.
- Filing using standardized filing practices.
- Other related duties as required.

Other:

- Prepare quarterly Finance report to CDC and CAO including budget analysis comparing current budget to actual.
- Prepare budget amendments as necessary.
- Attend CDC meetings (regular and in-camera) when necessary.
- Perform such other duties and responsibilities as may be assigned from time to time.

Training, Education & Experience:

- Human resources certificate or related course work, or an acceptable combination of education, training, and/or experience (preferred).
- 2 years of experience as an HR coordinator, or an acceptable combination of education, training, and/or experience (preferred).
- Exposure to Labor Law and employment equity regulations.
- Administrative or secretarial program course work including bookkeeping courses, and/or at least two of related administrative experience.
- Experience working with First Nations is preferred.
- Experience with regulatory bodies and government an asset.

SKILLS

- Lead, direct and manage programs and policy development and delivery.
- Lead, guide, motivate, and manage a team.
- Excellent interpersonal, communication and presentation skills
- Intermediate proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- The capability to foster and maintain strong relationships both internally and externally.

TRAINING REQUIRED - All employees are expected to participate in many types of training – some of them annually. Topics would include:

- Trauma Informed Care
- Lateral Kindness
- Workplace harassment and Violence prevention
- WHMIS 2015

- Suicide Intervention (all H&W staff)
- Standard First Aid

COMPETENCIES

1. Elevated level of integrity, confidentiality, and accountability.
2. Strong work ethic and positive team attitude.
3. Sound analytical thinking, planning, prioritization, and execution skills.
4. Ability to respond appropriately in pressure situations with a calm and steady demeanor.
5. Well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
6. Able to effectively communicate both verbally and in writing.

CONDITIONS OF EMPLOYMENT

- Class 5 driver's license and Clean Driver's Abstract
- Criminal Record Check & Vulnerable Sector Check
- Reference Check

WORKING CONDITIONS: SOME POSSIBILITIES

- Travel to various TRTFN sites (Atlin, Five Mile, Whitehorse YT) and for training, conferences, etc.

BENEFITS

- After 3 months of probationary period, benefits include extended medical, vision care, dental coverage as well as an RRSP matching plan.
- Housing relocation assistance may be available.

APPLICATION PROCESS

- To submit a resume or obtain further information contact: Email: careers@gov.trtfn.com
- We thank all those who apply but only those who are being considered will be contacted.
- Preference given to Taku River Tlingit First Nation Citizens.