MÉTIS NATION BRITISH COLUMBIA

JOB DESCRIPTION

JOB TITLE	People and Culture Generalist (HR)
MINISTRY/DEPARTMENT	People and Culture
REPORTS TO	Director, People and Culture
JOB FAMILY	Professional/Expert
CLASSIFICATION LEVEL	Level 3
DATE CLASSIFIED	November 8, 2024

POSITION SUMMARY

The People and Culture Generalist is a well rounded, seasoned generalist with a focus on all aspects of Human Resources. The position is the first point of contact for all employee relations matters that arise at MNBC. The role provides guidance on policy interpretation, advises managers on the performance management process, disciplinary actions, and provides guidance on employee accommodation requests. The People and Culture Generalist investigates employee complaints, leads employee investigations, resolves disputes in the workplace, while having an in-depth understanding of employment legislation. The role manages the full cycle of leave management and supports the Talent Acquisition and Joint Occupational Health and Safety program.

The People and Culture Generalist is a versatile HR professional who plays a pivotal role in fostering a positive workplace culture, ensuring employee engagement, and manages various HR functions. This role requires both strategic thinking and hands-on implementation to deliver employee relations support while handling broader HR generalist responsibilities.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

- Provides advice and recommendations on a broad spectrum of HR management issues, including employee relations, performance management, and regulatory compliance, ensuring alignment with organizational goals and legal requirements.
- Addresses workplace issues, such as conflict resolution, disciplinary actions, and complaints. Issues appropriate documentation, relevant letters and facilitate meetings.
- Interprets and apply employment legislation to ensure company compliance and minimize risk. Provides recommendations for addressing potential legal concerns.
- Develops and advise on tailored performance management programs that align with organizational goals. Provides proactive guidance on improving employee engagement and fostering a positive workplace culture.
- Serves as the point of contact for all HR-related inquiries, addressing concerns, interpreting policies, and advising on best practices. Participate in the development, refinement, and communication of company-wide HR policies, ensuring clarity and compliance.
- Manages all aspects of disability and leave claims, including early intervention, case management, and coordination of return-to-work or stay-at-work programs. Maintain accurate records of employees in the disability management program and implement strategies to reduce absenteeism.

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- Facilitates the implementation and continuous improvement of the Joint Occupational Health and Safety program, ensuring adherence to safety standards and promoting a culture of health and safety across the organization.
- Supports the Recruiter with talent acquisition during peak periods.
- Conducts exit interviews and analyzes data to identify areas for improvement.
- Supports managers with HR operational rollouts.
- Acts as a change advocate, assisting with organizational change initiatives and ensuring HR practices align with strategic goals.
- Works collaboratively with the HR team with organizational design and employee engagement initiatives.
- Prepares data analysis and data driven decisions to support the business.
- Participates in cross-functional HR projects and contributes to continuous improvement initiatives.
- Builds collaborative relationships with employees, managers, and leadership.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Supervision Given

- None.

QUALIFICATIONS

- Diploma in Human Resources or Business Administration, from a recognized post-secondary institution. Bachelor's degree preferred.
- Minimum five (5) years of progressive experience focusing on employee relations, advisory and leave management.
- Eligible for formal professional or technical registration in the appropriate area of expertise such as CPHR.
- Proficient with HRIS platforms and HR data analysis; experience with SharePoint and UKG software is preferred.
- Extensive knowledge of BC Employment Standards Act, Human Rights Legislation, WorkSafe BC Legislation, and PIPA.
- Experience applying due diligence regarding legal implications and applying Acts and policies to diverse employee relations situations.
- A combination of relevant experience, education, and training will be considered.
- Experience exercising judgment and providing analysis in complicated employee relations matters.
- Experience with business transformation and change leadership initiatives.
- Demonstrated ability to effectively communicate verbally and in writing, with skills in presenting and summarizing information for the intended audience.

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- Ability to cultivate collaborative relationships at all organizational levels with a professional attitude.
- Proven ability to prioritize tasks, meet deadlines, and work independently with minimal supervision.
- Strong problem-solving, analytical, and reporting skills, capable of delivering strategic HR insights.
- Adept at using discretion and diplomacy when handling sensitive issues.
- Exceptional interpersonal and communication abilities, influencing and engaging diverse teams.
- Adaptability in managing change and unpredictability.
- Ability to motivate, build rapport, and maintain empathy, non-judgment, kindness, and ethical behavior.
- Proven ability to utilize, adapt and embrace new technologies, including Office 365 and other database/software required by the role.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

MNBC VALUES

- **Manâcihitowin** (Respect) - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin** (Integrity) - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin** (Innovation) - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin** (Humility) - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin** (Kindness) - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin** (Resilience) - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin** (Teamwork) - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.