



Human Resources (HR) Business Partner

Employment Opportunity

Position Title:	Human Resources (HR) Business Partner
Reports To:	Executives
Hours:	35 hours per week
Wage:	\$41.85 - \$63.30 per hour <i>(starting wage commensurate with experience)</i>
Status:	Full-time Permanent
Start Date:	ASAP
Benefits:	Comprehensive benefits package RRSP matching
Location:	Burns Lake, BC

At Lake Babine Nation, we believe that through good governance, we will ensure all members have a healthy, traditional, and prosperous future. Our commitment to respect, honesty, tradition, and health and wellness helps enable a strong community and brings a rich culture to Lake Babine Nation as a workplace. Our commitment to excellence creates the opportunity for an empowering and rewarding career with the Nation.

JOB SUMMARY

Lake Babine Nation (LBN) is seeking a permanent full-time Human Resources (HR) Business Partner who is passionate about creating culturally safe and inclusive workplaces for employees.

Acting as a change agent, the HR Business Partner is responsible for providing strategic and operational advice, consultation, and coaching to leaders and employees across LBN. This role acts as a subject matter expert on people-related matters, including workforce planning, employee relations, organizational development, and performance management.

The HR Business Partner will plan, develop, implement, and assess HR policies, strategies, programs, initiatives, and other related components to advance a welcoming and culturally and psychologically safe workplace for staff. The HR Business Partner will ensure that HR policies and practices reflect the values and priorities of the Nation, while supporting a respectful, inclusive, and productive work environment with a people-first approach.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- Partners with Executives to align HR initiatives with organizational goals and community values
- Provides guidance and support to managers and employees on performance, conduct, and workplace concerns
- Monitors and analyzes HR metrics to inform decision-making and continuous improvement
- Ensures compliance with federal and provincial employment legislation, as well as Nation-specific policies and procedures



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- Supports the planning, development, implementation, and review of HR policies, strategies, and procedures.
- Develops strategies and initiatives to recruit, retain, and engage employees, with a focus on career growth and development and in alignment with LBN's strategic goals
- Provide coaching and support to managers in their leadership roles
- Develop, implement, promote, and assess initiatives to support a positive employment experience while building capacity for Nation members and staff
- Initiates and executes engagement and feedback mechanisms, gaining insight to improve the candidate and employee experience at LBN.
- Develops and manages effective working relationships with other departments, groups, and personnel with whom work will be coordinated.
- Participates in or leads organizational, local, and regional committees representing LBN and the HR department.
- Reports on employee and HR initiatives to the Executives and Chief and Council.

MINIMUM REQUIRED QUALIFICATIONS

Education, Experience, Certifications, Training

- Lived or living experience and/or cultural expertise or knowledge of First Nations Peoples and communities.
- Undergraduate degree in an area of Human Resource Management.
- A non-HR degree, diploma, and experience in combination with a professional designation (e.g. CPHR) will be considered.
- Minimum of five (5) years of recent experience in Human Resources.

Knowledge, Skills & Abilities

- Strong understanding of Indigenous culture, values, and community dynamics.
- Knowledge of recruitment, retention, and people development practices.
- Excellent engagement and collaboration skills with the ability to build trusting relationships.
- Ability to work autonomously and motivate others without direct authority.
- Excellent written and verbal communication skills.
- Strong presentation and/or facilitation skills, including on multi-media platforms.
- Proficiency in using a variety of digital communication tools and platforms, including Microsoft Office Suite.
- Ability to work effectively in a fast-paced, dynamic team environment.
- Knowledge of the *Canada Labour Code* and applicable provincial employment standards.



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Position-Specific Competencies

- Communication: presentation and facilitation skills, professional business writing, clear and confident communicator who can adapt to a variety of audiences.
- Critical Thinking: analytical, methodical, fact-based decision making, creative problem solving, considering different perspectives.
- Initiative: self-starter; takes responsibility for own time and effectiveness. Takes the first step to identify and address existing or potential obstacles, challenges, and opportunities.
- Conflict Resolution: anticipates, diffuses, and resolves disagreements, confrontations, tensions, and complaints with professionalism and kindness.
- Time Management: organized, prioritizes tasks, manages deadlines, delegates responsibilities, sets clear and professional boundaries, and accomplishes goals.
- Relational: uses a people-focused approach to develop trusting, collaborative relationships with staff, leadership, community, candidates, and key partners.

EMPLOYMENT REQUIREMENTS & CONDITIONS

Job Requirements

- Valid Class 5 B.C. Driver's License.
- Completion of a Criminal Records Check with satisfactory results relevant to the position.

Working Conditions

- Occasional travel to LBN's different offices may be required.

Apply Now!

Complete the [application form](#) and email it with your cover letter and resume to HR:

Attention: Human Resources
Email: hr@lakebabine.com

Pursuant to Section 41 of the B.C. Human Rights Code, preference may be given to applicants of Indigenous ancestry.

We thank all applicants for their interest; short-listed candidates will be contacted for an interview.