

JOB POSTING

Human Resources Generalist

It is our strong preference to hire someone with experience living and working in Indigenous communities. We encourage applicants to share their level of experience in this regard during the hiring process (resume/cover letter/interview).

Who we are

Barkley Project Group (BPG) is a small consulting firm specializing in project management services for developing community-owned clean energy projects, implementing energy efficiency initiatives, and supporting other community initiatives. We currently work with more than 30 First Nations communities within British Columbia and the Yukon. We support Indigenous communities by providing project management and administration capacities on a project-specific basis. We are passionate about the work we do, and we are grateful for the opportunities to work with the communities pursuing a more sustainable future.

We focus on a community-centric approach where our clients own and control their clean energy developments and energy efficiency projects. We also have a solid understanding and track record of securing government funding to support project development. Our most important guiding principle is to ensure that project benefits align with community priorities. This approach has been well received by government funders which in turn, reduces financial risks for our clients.

Job Summary

We are hiring a full-time **Human Resources Generalist** at a rate of \$27.88 - \$29.81 hourly, \$58,000 - \$62,000 annually, depending upon education and experience. This position comes with benefits. It is expected that the successful applicant will generally work Monday through Friday, 8:30 am – 5:00 pm with a 30-minute unpaid lunch break. There will be some flexibility to accommodate project, operational and travel needs.

This position will support the human resources functions of the organization in a professional manner that provides high quality service. The Human Resources Generalist is responsible for assisting all management and staff in administration activities of human resources as outlined in the following job description. There is also an expectation of travel and short periods of absences from home, to support remote project activities to support training and development.

Key tasks for this position include but are not limited to:

- Full-cycle recruitment; job descriptions, postings, short-listing, interview preparation, arrangements and participation, reference checks, preparing letters of offers and contracts
- Assist with development of human resources policies, implementation and oversight
- Research training and development opportunities for staff and community members
- Arrange for community members' training and development and capacity-building in preparation for taking over operations of projects once installation is complete
- Maintain organized and complete personnel filing system
- Assist new hires with completing criminal record checks and follow-up when necessary
- Coordinate corporate event planning as needed

- Ensure organizational compliance with governing bodies and law in relation to employee and employer rights and responsibilities; i.e. BC Employment Standards, Human Rights, WCB
- Provide support to other projects and departments on an as-needed basis

Responsibilities

Reporting to the President, you will also be responsible for:

- Engage community members during project stages, including researching, arranging, overseeing and delivering training, development and capacity building plans in preparation to perform the necessary functions of the project after installation
- Preparation of community presentations and coordinate and ensure ongoing communication
- Maintain detailed documentation of any employee relations communications relating to discipline, workplace investigations and inquiries
- Contribute ideas, energy and personal commitment to help foster a positive and rewarding work environment and to help maintain and grow a successful, innovative, high-quality project management consulting practice at Barkley Project Group
- Adhere to all Company policies and procedures, including safety
- Attend all meetings as required
- Follow all regulatory agencies' guidelines, rules and regulations
- Passionate about working with First Nation's and remote communities
- Develop knowledge of First Nation's history and display cultural sensitivity areas for each community
- BPG's org culture includes good sense of humor, respect and strong relationships
- Cultural fit in personality and abilities
- Must maintain a valid BC driver's license
- Legally able to work in Canada

Qualifications

Education:

- BCom or BBA degree with a focus in Human Resources (preferred)
- Diploma in Human Resources with experience working in a human resources role (minimal)
- Has or working towards CHRP designation

Experience:

- 2 years' experience working in an HR capacity role
- Knowledge and experience proficiencies in the following areas:
 - BC Employment Standards
 - Human Rights Code of BC
 - WorkSafeBC – Workers Compensation Act
 - Legalities related to employment relationships and contracts

How to apply:

INDEED

Anticipated Interview Date: Wednesday, October 20, 2021

Anticipated Start Date: Monday, November 1, 2021