



Human Resources Advisor - Relocate to Port Hardy, BC Full-Time

Port Hardy and North Island
Port Hardy

Friday March 27, 2026

\$31 - \$40/ hour (\$86,000-\$90,000 a year)

Company: k'awat'si Economic Development Corporation

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

<https://ca.indeed.com/job/human-resources-advisor-relocate-port-hardy-bc-dfcdcf47c241996f>

Expiry Date:

Friday, April 10, 2026

Details:

K'awat'si Economic Development LP (KEDC), established in 2014, is dedicated to fostering economic growth and prosperity within the Gwa'sala-'Nakwaxda'xw community. Our mission is to create sustainable, profitable, and culturally significant businesses that respect and incorporate the community's unique values. Summary We are seeking an HR Advisor - Organizational Development & Planning who supports the design, implementation, and administration of strategic human resource systems for K'awat'si Economic Development Corporation and its affiliated businesses. This role focuses on workforce planning, organizational structure, performance management, health and safety, compensation and rewards, learning and development, and HR policy governance. Working closely with the HR Director, the Advisor ensures HR practices align with KEDC's corporate strategy, governance framework, and long-term economic development objectives. This is not a remote position and requires relocation to Port Hardy, located on the northern tip of Vancouver Island, BC. Port Hardy serves as a gateway to natural beauty and cultural heritage. Nestled in a region of breathtaking rainforests, rugged coastlines, and vibrant marine life, the town offers a rich tapestry of community and history. ** Please send a cover letter with the application** What We Offer: •1 month of covered accommodation in a hotel room for individuals relocating from outside of Northern Vancouver Island •Relocation Assistance. •Wellness incentives include discounted gym membership and free in-person counselling services. •Company events and holiday parties •Career growth and development opportunities •Benefits after 6 months with the company •2 weeks of Vacation Key Responsibilities 1. HR Planning & Workforce Strategy •Support the

development and execution of the annual HR plan. •Conduct workforce planning across KEDC and subsidiary companies. •Maintain organizational charts and workforce analytics. •Provide research and analysis to inform long-term HR strategy. •Handling employee lifecycle.

2. Policy & Governance Administration

- Develop, update, and administer HR and, OHS policies and procedures.
- Ensure compliance with employment legislation and regulatory requirements.
- Maintain HR documentation standards and internal controls.
- Provide policy interpretation and advisory support to leadership.

3. Health & Safety

- Coordinate and support corporate health and safety programs across all business lines.
- Ensure compliance with occupational health and safety legislation.
- Maintain safety reporting systems and compliance tracking.
- Support safety training and continuous improvement initiatives.

4. Performance Management

- Administer and improve the performance evaluation framework.
- Support managers with goal-setting and review processes.
- Monitor performance cycles and documentation standards.
- Assist in performance development planning.

5. Learning & Development

- Identify training and organizational development needs.
- Develop annual learning and development plans.
- Support leadership development and succession planning initiatives.
- Track training metrics and evaluate program effectiveness.

6. Function Evaluation & Organizational Design

- Conduct job analysis and role/function evaluations.
- Maintain up-to-date job descriptions and classification structures.
- Provide recommendations on organizational structure improvements.
- Support alignment between roles and strategic objectives.

7. Compensation & Rewards

- Conduct compensation benchmarking and market analysis.
- Support the development of equitable pay structures.
- Assist in the administration of rewards and recognition programs.

8. HR Reporting & Research

- Track HR metrics including workforce trends, training participation, and performance outcomes.
- Prepare reports for the HR Director as required.
- Conduct research to support continuous HR improvement.
- Any other HR operations needed for the business lines, as assigned by the HR Director.

Job Type: Full-time
Pay: \$86,000.00-\$90,000.00 per year
Benefits: •Casual dress •Company events •Dental care •Discounted or free food •Extended health care •Paid time off •Relocation assistance •Store discount •Tuition reimbursement

Application question(s): •Are you willing to relocate to Port Hardy, BC? •How many years of related experience do you have? •Do you have CPHR? •Do you have experience with OHS? •Have you attached a cover letter?

Qualifications & Experience:

Qualifications •Degree or Diploma in Human Resources, Business Administration, or related field. •4-6 years progressive HR experience. •Strong knowledge of employment and occupational health & safety legislation. •Experience supporting multi-entity organizations is considered an asset. •CPHR designation (or working toward) preferred. •Knowledge of Indigenous governance and economic development principles is considered an asset. •OHS experience is an asset. Core Competencies •Organizational development expertise •Strategic workforce planning •Policy governance and compliance •Compensation and job evaluation analysis •Health & safety coordination •Analytical and research capability •Professional judgment and confidentiality
