

Position Description

Position Title:	Human Resources Advisor
Department:	Administration
Last Updated:	March 2024
Classification:	PT3
# Direct Reports:	0

Summary

The Human Resources (HR) Advisor provides advice and support for a full range of HR services including: full-cycle recruitment, job evaluation, disability management, and employee and labour relations. This position will also participate in the development, implementation, and ongoing application of a broad range of HR programs and policies by providing guidance to management and employees.

Key Duties & Accountabilities

- Leads the full-cycle recruitment process including: developing advertising strategies and candidate criteria, shortlisting applicants, coordinating accessibility initiatives, conducting interviews and testing, and onboarding new hires
- Collaborates with and provides recommendations to managers to identify staffing needs and develop job descriptions, performing job evaluations as required
- Provides interpretation of collective agreements, organizational and HR policies, employment standards, WorkSafeBC, and other regulatory requirements, ensuring the proper and consistent application of these and other HR policies and initiatives
- Coordinates sick leave initiatives and functions as it relates to return to work and workplace accommodation, including liaising with employees, managers, and third-party claims managers as required
- Provides support and recommendations to employees on HR issues including: policies and processes, extended benefits, supports for personal or professional issues, and professional development plans
- Supports a positive labour relations environment by participating in discussions with managers, unions and employees, proactively working to mitigate labour relations issues that may arise
- Assists in employee and labour relations matters, including performance management, and participates in grievance and workplace investigations as required
- Supports the development and continuous improvement of all HR policies, programs, and initiatives to meet corporate objectives and ensure alignment with corporate goals
- Researches and gathers information to support HR decisions, assisting with preparing reports, presentations, and internal communications as required
- Maintains personnel records in a strictly confidential manner
- May be requested to work outside office hours, including in support of local emergencies
- Performs other related duties as required

Qualifications

- Post-secondary degree in Human Resources, Business Administration, or related field and four (4) years' experience preferably in a public sector HR environment (or an equivalent combination)

- Working towards Chartered Professional in Human Resources (CPHR) designation is an asset
- Knowledge of the leading practices in HR management
- Considerable knowledge in recruitment, employee and labour relations, job evaluation, performance and attendance management, conflict resolution, workforce planning, collective agreement interpretation, and HR-related legislation (e.g. *Employment Standards Act, Workers Compensation Act, Human Rights Code*, etc.)
- Working knowledge of major HR functions and in coordinating HR-related projects and initiatives
- Well-developed planning, organizing, and problem-solving skills
- Ability to influence and persuade others while supporting a collaborative and positive working environment
- Ability to think critically to analyze statistical data, and prepare reports and presentations
- Ability to prioritize projects based on corporate objectives, including juggling competing demands while demonstrating flexibility
- Ability to establish and maintain cooperative working relationships with individuals and teams
- Ability to deal tactfully and effectively with internal and external contacts and communicate effectively both orally and in writing
- Ability to maintain the highest level of confidentiality, working with a high degree of accuracy, efficiency, tact, and diplomacy
- Strong technical abilities and proficiency in a variety of computer systems and software applications, including Microsoft Office
- A commitment to excellent customer service, continuous improvement and life-long learning
- A team player with a strong work ethic
- A sense of humour, with the ability to take your work seriously but not yourself