



Human Resources Advisor

Competition Number: HR-2024-19

Department: Corporate Administration

Close Date: **November 22, 2024 @ 4:00pm - Open until position is filled**

Schedule: 37.5 hours/week, Monday – Friday

Position Type: Exempt, non-union

Posting Type: Internal and external applications are welcome

Compensation: \$90-95,000 annual salary plus a comprehensive benefits package

Situated in a majestic mountain setting at the east end of the lush Fraser Valley, Hope offers all the amenities of a large centre, while at the same time preserving the lifestyle of a smaller community. Hope boasts an abundance of outdoor recreation opportunities; scenic trails for all levels of hikers and bikers; pristine lakes, streams and creeks for fishers and water sport enthusiasts. Our amenities also include a modern recreation complex, a curling rink, baseball diamonds, skateboard park, golf & country club, a hospital, an extended care facility, a public health centre, drug stores, medical clinics, chiropractic care, optician, and more.

Reporting directly to the Director of Corporate Services, the Human Resources Advisor is accountable for providing advice, guidance and support with all Human Resources functions at the District of Hope. This role is responsible for recruitment and selection, labour and employee relations, training and development, employee engagement, performance management, discipline, HR policies, procedures and programs and organizational effectiveness.

A list of responsibilities, duties, tasks and qualifications are included in the job description.

The District of Hope offers a competitive salary and benefits package, along with an excellent working environment. Further information, including a complete job description, is available on the District's web site at www.hope.ca

Please submit your **cover letter** and **resume outlining specifically how your experience and qualifications relate to the position**. Your cover letter and resume can be submitted to the attention of Ms. Donna Bellingham, Director of Corporate Services, via one of the methods below:

Email: dbellingham@hope.ca | **Fax:** 604-869-2275 | **In Person:** 325 Wallace Street, Hope, BC
Mail: PO Box 609, Hope, BC V0X 1L0

The District of Hope thanks all applicants for their interest, however only those candidates selected for an interview will be contacted.

Position Title***Human Resources Advisor*****Standard Hours**

37.5 hours per week

Position Type

Exempt, non-management

Immediate Supervisor

Director of Corporate Services

Department

Administration

Location

Municipal Hall

Job Purpose

Reporting directly to the Director of Corporate Services, while working with a great deal of independence, the Human Resources Advisor is accountable for providing advice, guidance, and support with all Human Resources (HR) functions at the District of Hope. This role is responsible for personnel file management, recruitment and selection, labour and employee relations, training and development, employee engagement, performance management, discipline, HR policies, procedures, and programs, and organizational effectiveness.

Job Duties and Tasks

- Provides advice, guidance and assistance on human resources functions in a team environment, including recruitment and selection, policy development, employee and labour relations, corporate training and development, and other related activities;
- Manages all personnel, WorkSafe and recruitment files;
- Ensures consistent application of human resources policies, procedures and programs;
- Assists with the process of recruiting and selecting qualified job applicants including job postings, external advertising, receipt of applications, matrix screening, interviewing, reference checks and coordinating new hire processing;
- Responsible for correspondence relating to new employee enrolment, employee reassignments, terminations, and monitoring of probation periods;
- Assist employees in applying for LTD disability benefits when necessary;
- Research, develop and provide recommendations on the creation of new job descriptions or review and updates to existing job descriptions;
- Ensure policies, procedures and Collective Agreement language is understood throughout all levels of the organization;
- Provides support, advice and guidance to Senior Managers on a wide range of personnel issues in a variety of areas including: recruitment, retention, terminations, classification, staff training, professional development, performance management, staffing logistics, labour relations, position description development, and policy development and implementation;
- Organizes and assists with employee investigations for all matters, and may participate in employee discipline and grievance meetings;
- Administers grievance processes to ensure that timelines are met and provides advice to Department Heads at the various stages including investigations, responses and liaising with legal counsel as required;

- Streamline HR processes related to labour relations, researches case law and assists with preparing for mediation and arbitration hearings;
- Remain current on labour relations trends and developments in legislation and assists with identifying opportunities to ensure the District's compliance with legislation and Collective Agreement provisions;
- Participate in Labour/Management and other Committee meetings as required, which may include the preparation of agenda, minutes and relevant documentation;
- Conduct labour relations research and provide support in preparation for and during Collective Bargaining; attends with Senior Management at bargaining, investigation and/or grievance hearings and arbitrations;
- Prepare and process HR documentation, liaises with Payroll staff, local Union and maintain personnel files in a confidential manner and in keeping with local government legislation;
- Manage and monitor the District's medical certification requirements; including letters to physicians, communication with Senior Management and employees;
- Attend Council meetings when required;
- Apprise the Director of Corporate Services of emerging issues and critical incidents; and
- Other related duties as required.

Qualifications

Education

- Completion of post-secondary education in human resources, labour relations, or a related program.

Licenses and Certifications

- CPHR designation, preferred;
- Possession of a valid class 5 driver's license; and
- An acceptable driver's abstract.

Experience

- Minimum three (3) years related experience; and
- Experience working in a unionized, municipal environment, an asset.

Knowledge

- Thorough knowledge of the Labour Relations Codes, Human Rights Legislation, Employment Standards Act, and WorkSafeBC legislation;
- Sound understanding of human resources policies and practices, including labour relations, policy development and implementation, change management and recruitment; and
- Thorough understanding of the functions and operations of local government.

Skills

- Exemplary interpersonal communication skills to deal with a wide range of HR issues, using tact, professionalism and empathy;
- Must be familiar with interpreting the provisions of Collective Agreements;
- An advanced level of written, interpersonal and communication skills; and

- Competent experience with Microsoft software (i.e., Excel, Word, Outlook and PowerPoint), and knowledge of databases.

Abilities

- To build and maintain positive working relationships with other departments, outside agencies and the public;
- To successfully deal with multiple priorities, be flexible, and problem solve under pressure in a fast-paced environment;
- To confidently exercise considerable independent judgment and make sound decisions that reflect well on the organization;
- To act with tact and discretion around sensitive issues or situations and to maintain strict confidentiality;
- To work independently with minimal supervision with a high degree of accuracy, efficiency, diplomacy and confidentiality; and
- To organize and prioritize work to meet deadlines.

Working Conditions

Physical

- Periods of prolonged sitting;
- Periods of prolonged typing;
- Occasional periods of prolonged standing;
- Occasional periods of prolonged walking.

Psychological

- Periods of high pressure and stress; and
- Dealing with sensitive situations and/or situations of conflict.

Training Requirements

Required

- Workplace Investigations;
- Workplace Violence Prevention.

Preferred

- Leadership training;
- Mental Health First Aid; and
- First Aid w/CPR and AED.

Please note: Training may be conducted through external or internal means.