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## **JOB DESCRIPTION**

### **Human Resources Advisor**

**DEPARTMENT:** Administration

**PREPARED BY:** Chief Administrative Officer

**DATE PREPARED:** March 11, 2021                      **DATE REVISED:** March 7, 2023

**HOURS OF WORK:** Monday – Friday, and other times as required.

Salary position, requiring hours as needed and including but not limited to 35 hours per week and attendance at Council, Committee or Budget Meetings, as requested by the Chief Administrative Officer.

#### **POSITION SUMMARY**

Reporting to the Director of Corporate Services, the Human Resources Advisor provides technical support and advice for all human resource functions including recruitment, job evaluation/classification, training and development, employee relations, union relations and compliance with the corporate Health and Safety Program.

This role requires an active and engaged leader who can motivate and develop and maintain positive relationships with various stakeholders.

The Human Resources Advisor is a member of the Town's Emergency Management Team.

#### **DUTIES AND FUNCTIONS**

- Provide advice and support on human resources functions in a team environment including health and safety, recruitment and selection, policy development, employee and union relations, corporate training and development, and other related activities.
- Develop and implement administration of human resources policies and undertakes research and responds to enquiries on various human resource matters.
- Ensure consistent application of human resources policies, procedures and programs.
- Act in an advisory role to all Town staff on available Human Resource policy and programming supports.
- Administer the recruitment process including job postings, external advertising,

pre-screening candidates, participating on interview panels, conducting reference checks, assisting with new employee orientation and performing exit interviews with departing employees.

- Oversee the preparation of the onboarding process and ensure all required documentation is completed.
- Provide interpretation and ensure consistent application of the Collective Agreement.
- Build professional, cooperative working relationships with union representatives, to prevent and resolve grievances.
- Administer grievance processes to ensure that timelines are met and provide advice to Department Heads at the various stages including investigations and responses.
- Work with the Director of Finance to establish competitive programs and ensure compliance with legal requirements of the corporate compensation and benefit policies.
- Oversee and maintain including managing WorkSafe BC (WSBC) claims, maintain the Stay at Home/Return to Work Program, ensure compliance with WSBC regulations with regards to workplace inspections and first aid levels.
- Maintain effective Human Resources records and information management practices, in alignment with Town protocols.
- Lead or manage accident/incident investigations and ensure corrective actions are completed.
- Identify the need for new (or update of) Safe Work Procedures (SWP) through the facilitation of relevant supervisors and staff.
- Monitor, manage and mitigate risks arising from legal liabilities by ensuring workplace policies and practices comply with current employment law and appropriate legislation.
- Liaise with WSBC staff on inspections, incident investigations and consultation.
- Provide support to the Labor Management Committee by participating as required, overseeing the preparation of agendas, minutes, follow up documentation and participation as required.
- Provide support to the Occupational Health and Safety Committee by participating as required, and developing and implementing safety programs, systems and procedural approaches.
- Prepare and process human resources documentation, liaise with payroll staff to resolve issues and enquiries related to payroll and maintain personnel records in a strictly confidential manner.

- Coordinate the corporate training program including requirements under WSBC and organize as required.
- Perform reviews and maintenance of job descriptions to ensure that they accurately reflect the current skills, abilities and qualifications required of each position.
- Assist in the administration of job evaluations.
- Manage and organize the coverage schedule for casual municipal hall employees.
- Provide support and advice to department heads, managers and supervisors on workplace policies, and day to day matters related to personnel such as employment, performance management, progressive discipline, benefits, disability management, harassment, and other workplace issues, recommending changes as appropriate.
- Apprise the Chief Administrative Officer of emerging issues and critical incidents.
- Works to prudently administer relevant budgets, in cooperation with supervisor.
- Other duties as required.

### **QUALIFICATIONS**

- Post-secondary education (degree or diploma) in human resources, business administration, management, psychology, or a related discipline, or an equivalent combination of education and experience.
- Chartered Professional in Human Resources (CPHR) designation (preferred).
- Two to five years of progressive Human Resources experience in a public sector or unionized environment.
- Valid B.C. Class 5 License.
- Local Government experience is an asset, including working knowledge of the B.C. Freedom of Information and Protection of Privacy Act and its implications for local government communications.
- Knowledge of relevant labor law, employment and human resource related legislation. Ability to understand and contribute to the development of enabling policies and procedures.
- Experience in leading Occupational Health and Safety programs is an asset.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES**

- Ability to communicate in a clear and concise manner (oral and written) that serves to clarify intent, achieve goals and detail the complexities of any given situation.
- The ability to present conclusions and recommendations of studies and investigations clearly and concisely orally or in writing.

- Ability to play a leadership role by exercising tact, diplomacy and respect for others.
- Ability to create commitment, develop motivation and demonstrate leadership in organizational change.
- Excellent interpersonal skills and ability to work with management and staff in a team environment. Strong public relations skills, and excellent written and verbal communication skills would be an asset in producing strong, harmonious relationships.
- Ability to provide leadership and direction to all staff including motivating, training and conducting performance reviews.
- Ability to establish and maintain positive working relations with members of Council.
- Ability to use discretion when handling sensitive, high level or confidential matters.
- Strong organizational skills including a demonstrated ability to multitask, organize, and prioritize work within a fast paced and change oriented work environment and within established deadlines.
- Ability to work independently without immediate supervision.
- Ability to solve problems and to exercise initiative and provide innovative solutions.
- High level of discretion and confidentiality.
- Strong desire for collaboration and teamwork.
- Experience in, and ability to identify, develop and lead seminars and workshops.
- Excellent analytical, organizational and problem-solving skills, and attention to detail.
- Advanced level of proficiency with Microsoft Office Suite software and applications (e.g. Excel, Word, PowerPoint and Outlook).

APPROVED BY:



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David Schroeter, Acting CAO