



## EMPLOYMENT OPPORTUNITY

### Human Resources Advisor

Temporary Full-Time / EXTERNAL

Corporate Services

Competition No.: 2019-035



#### DETAILS



[www.rdn.bc.ca](http://www.rdn.bc.ca)



[rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca)

#### SKILLS/EDUCATION

- Undergraduate degree in Human Resources Management
- 3 years of related experience in local government, or equivalent combination of training and experience
- Human Resources Professional Program certificate

#### APPLICATION DETAILS

Please quote competition 2019-035 and submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and submit **via email** to [rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca).

Applications can also be faxed to 250-390-4163 or mailed to:  
Attention: Human Resources  
Main Reception, Administration Building  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

**Applications will be accepted until:  
4:00 pm, on April 5, 2019.**

#### ABOUT THE ROLE

The Regional District of Nanaimo is seeking an enthusiastic Human Resources generalist with excellent organizational and interpersonal skills to fill the temporary full time position of Human Resources Advisor.

Reporting to the Manager of Human Resources, the Human Resources Advisor will be responsible for providing technical support for all human resources functions including research, policy development and implementation. Other responsibilities will include support and advice on personnel management including health and safety, benefit administration, recruitment and selection, Collective Agreement interpretation, grievances and arbitrations.

#### QUALIFICATIONS

Qualifications include an undergraduate degree in Human Resource Management, plus three years of related experience in local government, or an equivalent combination of training and experience. A Human Resources Professional Program certificate is required.

Qualified applicants will possess excellent interpersonal, written and verbal communication skills, including strong leadership and facilitation skills as well as knowledge of WorkSafeBC legislation and regulations. Excellent computer skills are also required.

This is a temporary full time excluded position for up to six months with the possibility of ending early or of extension, based on the operational needs of the department. In addition to a superb location, this position offers a competitive compensation package. Visit our website at [www.rdn.bc.ca](http://www.rdn.bc.ca) for a complete job description and more information on the Regional District of Nanaimo.

*We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted*



# Human Resources Advisor

Corporate Services

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## **JOB SUMMARY**

Responsible for providing guidance and technical support for all human resources functions including research, policy development and implementation. Provides support and advice on personnel management including health and safety, benefit administration, recruitment and selection, Collective Agreement interpretation, grievances and arbitrations.

## **PRIMARY DUTIES AND RESPONSIBILITIES**

- Provides advice and assistance on human resources functions including health and safety, recruitment and selection, policy development, employee and labour relations, corporate training and development and other related activities.
- Assists with the development, implementation and on-going administration of human resources policies and undertakes research and responds to inquiries on various human resources related queries. Ensures the consistent application of human resources policies, procedures and programs.
- In accordance with the Regional District's Recruitment and Selection Policy, assists with the process of recruiting and selecting qualified job candidates including job postings, external advertising, interviewing and coordinating new hire processing.
- Assists with the grievance process to ensure timelines are met in accordance with the Collective Agreement; provides advice to managers on various employee relations issues including preparing for investigations related to the Respectful Workplace Policy and grievances that may arise under the Collective Agreement; prepares grievance responses in consultation with managers at all stages of the grievance process; prepares background materials and represents the Employer during applicable grievance proceedings.
- Provides interpretation and ensures the consistent application of the Collective Agreement; provides advice to managers, employees and union representatives to assist with managing and resolving complaints through to successful conclusion.
- Oversees and maintains the Regional District's Occupational Health and Safety (OHS) Program; manages WorkSafeBC (WSBC) claims and works closely with managers and WSBC to develop and implement return-to-work programs; ensures compliance with WSBC regulations with respect to workplace inspections, ergonomics standards, first aid certification levels and other health and safety requirements.
- Provides support to the Sick Leave Bank Committee and the Joint Health and Safety Committee by participating as a member, assisting with preparing agendas and minutes, letters, support documentation, and conducting research.
- Provides assistance and support with the Regional District's Employee Benefit Program Employee and Family Assistance Program (EFAP).
- Prepares and processes human resources documentation, liaises with Payroll staff to resolve issues and inquiries related to payroll and maintains personnel records in a strictly confidential manner.
- Coordinates the corporate training program and organizes workshops as required.
- Provides advice and assists in the development of job descriptions, assists in the administration of the Job Evaluation Plan, and provides support with union grievances as required.
- Performs other related duties as required.

## **JOB QUALIFICATIONS**

### **Education/Experience**

- Undergraduate degree in Human Resource Management plus a minimum of three years of Human Resources experience in a local government, or an equivalent combination of training and experience.
- Certificate in Human Resources Professional Program required.
- Experience in Joint Health and Safety programs is an asset.

### **Skills/Abilities**

Excellent interpersonal, written and verbal communication skills are essential, as are demonstrated administrative and organizational skills, and a proficiency in MS Office applications. Solid working knowledge of related legislation and regulations, and ability to build and maintain effective working relationships are also required.

### **Reporting Relationship**

Reports to: Manager, Human Resources