

Human Resources Advisor (Part-Time)

NOC 1121

Overview

Reporting to the Executive Director, the Human Resources Advisor will support Executive Director in planning and co-ordinating all HR functions, including recruitment, selection, training, organizational development, health and safety, and labour relations.

Responsibilities:

- Plan, develop, implement, and evaluate human resources and labour relations strategies including policies, programs and procedures to address our human resource requirements
- Co-ordinate internal and external training and organizational development activities
- Develop and implement labour relations policies and procedures and negotiate collective agreements
- Advise managers and employees on the interpretation of human resources policies, compensation and benefits, and the collective agreement
- Act as the Step 2 Designate for grievance resolution
- Participate in the planning and preparation for collective bargaining
- Ensure compliance with relevant legislation such as the Labour Code
- Maintain confidentiality
- Other related duties

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Consistent attendance during regularly scheduled office hours, Monday to Friday.
- Duties are usually performed seated. Sitting may be relieved by brief or occasional periods of standing or walking.
- Limited amount of physical effort required associated with walking, standing, lifting and carrying light objects (less than 25 lbs.)

EMPLOYMENT REQUIREMENTS

Education and Experience

- A degree or diploma in Human Resource Management
- 3 years' experience managing in a unionized environment
- Preference may be given to candidates with the CPHR designation

Skills, Knowledge and Abilities

- Knowledge of employment law and the administration of collective agreements
- Excellent interpersonal skills, including active listening, negotiation, mediation, and conflict resolution skills
- Ability to read, write, and communicate effectively in the English language
- Sound judgement, strong analytical and problem solving skills
- Proficient user of Microsoft Office products
- A commitment to continuous learning

Additional information

- This position is excluded from the BCGEU bargaining unit

This position will remain open until July 19, 2019.

To apply, qualified applicants please e-mail a cover letter and resume to: imss.pg@imss.ca

***Only selected applicants will be contacted. No phone calls please.**