

*The BC Centre for Ability provides community based services that enhance the quality of life for children, youth and adults with disabilities and their families in ways that facilitate and build competencies, and fosters inclusion in all aspects of life.*

## HR Advisor

**Classification: HR Consultant**

**Benchmark: 6060**

**Status: Regular, Full-Time (0.8 FTE may be considered)**

**Salary Range: \$62,742 to \$72,153 per annum for 1 FTE**

**Employee Group: Excluded**

**Start Date: October 1, 2018**

### Job Summary

The position, HR Advisor, will require HR management and advisory experience in both union and non-unionized environments. The candidate will provide an inspiring working environment that supports collaboration, open communication and HR programs that promote a highly engaged workforce. Also, the candidate will cultivate the BC Centre for Ability (BCCFA)'s team approach culture and supports best employer practices. The candidate will be accountable to carry out responsibilities in the following talent management and functional areas: labour and employee relations, recruitment and selection, on-boarding, performance management, administration and development of policies and procedures, Coaching Development and Performance (CDP), benefits administration, employee engagement, Occupational Health and Safety (OH&S), internal communications, and rewards and compensation.

### Duties & Responsibilities:

- Manages the full cycle recruitment process by performing duties such as: creating and maintaining internal and external job descriptions and postings; pre-screening candidates; conducting reference checks; conducting interviews; preparing and delivering letters of employment; and maintaining and organizing employee files; all while supporting hiring managers in the process.
- Oversees the job classification/compensation process for unionized and non-unionized positions, including job description management and classification for all current and new positions.
- Develops, implements and administers the employee orientation program.
- Advises and coaches managers on day-to-day CDP issues in accordance with labour legislation, collective agreements and coaching development program goals.
- Builds positive relationships among the Operational Leadership Team members, staff, and external partners to foster a culture of trust including designing and implementing employee recognition and rewards programs.
- Administers the leave management process for parental/maternity leaves, sick leaves, short-term and long-term disability leaves and WorkSafeBC files, liaising with the third party providers and union.
- Supports the staff professional development process by centralizing and tracking staff professional activities to support organizational goals.
- Provides support to the supervisors or program managers/directors in the grievance management by doing research, assisting in information gathering, and reviewing and collating relevant documents. Supports collective agreement negotiation processes such as pre-bargaining consultation, essential services planning and implementation of collective agreement changes, including internal consultation with managers, directors and payroll.
- Responsible for managing new staff and current staff group benefit enrolment, termination and changes. Supports payroll and managers in management of Enhanced Disability Management Program (EDMP) and takes lead role in claim management with third party providers and union.
- Streamlines and carries out all HR administrative routines, including those pertaining to offer letters, job confirmation letter and maintenance of data in HR information systems for both exempt and unionized staff.
- Supports Administration representative and the OH&S Committee by: acting as a resource to the committee as necessary, attending meetings, participating in rotation of minute taking and committee activities.
- Supports organization accreditation process by providing HR information and supports initiatives as required.
- Performs other duties as required.

### Qualifications:

#### Education, Training and Experience

- Degree Diploma in HR and the Chartered Professional in HR (CPHR) designation or working towards the designation. A minimum of five (5) years of recent, related experience in a unionized environment; or an equivalent combination of education, training and experience, including experience in a unionized setting preferably healthcare related.

#### Knowledge, Skills and Abilities

- Extensive working knowledge of full cycle recruitment.
- Extensive working knowledge of leave management.
- Working knowledge of applicant tracking system, social media and website management for recruitment and HR related processes.
- Working knowledge of best practices and procedures related to human resources.
- Working knowledge of general payroll and benefits processes and procedures.
- Intermediate to advanced computer skills in the Microsoft Office suite of software, including Outlook, Word, Excel and PowerPoint.
- Demonstrated ability to work in a multi-functional team environment and foster effective working relationships with managers, employees, union representatives, external benefit providers and other external and internal contacts.
- Working knowledge of general office practices and procedures.
- Ability to maintain accurate records and document actions taken.
- Ability to communicate effectively both verbally and in writing.
- Ability to function with some independence under pressure with the ability to meet multiple services demands.
- Ability to organize and prioritize work.
- Ability to maintain confidentiality of information and use discretion.

#### Working Conditions & Provisos

- Physical ability to carry out the duties of the position
- Appointment subject to satisfactory completion of a criminal records check

**Application Information:** To apply, send a cover letter and résumé by fax or email as follows:

Rebecca Sun, CPA, CGA  
Interim Executive Director and Director of Finance  
BC Centre for Ability  
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Vancouver BC V5R 5H9  
Fax: (604) 451-5651  
E-Mail: [Rebecca.Sun@bc-cfa.org](mailto:Rebecca.Sun@bc-cfa.org)

**Closing Date:** August 27, 2018 @ 5 p.m.

*We are committed to enhancing our diverse workforce.  
We thank you for your interest and advise that only those shortlisted will be contacted.*