

HUMAN RESOURCES ADVISOR

(Full Time)

The Municipality of North Cowichan (population 30,000) is located in the beautiful Cowichan Valley on Vancouver Island, between Nanaimo and Victoria. Our communities of Chemainus, Crofton, Maple Bay, and the South End including University Village, are home to a multitude of artistic, cultural and outdoor recreational activities. The Municipality provides a stable and varied work environment, competitive pay and benefits, and is ideally situated on Southern Vancouver Island.

We are looking for an assertive and customer-oriented individual to perform a range of human resources (HR) generalist responsibilities at an intermediate level in a fast-paced, deadline-driven and complex local government setting.


Reporting to the Director of Human Resources, the Human Resources Advisor will take a lead role in facilitating positive talent management and employee/labour relations outcomes for the Municipality. Core responsibilities for this position will include, but are not limited to:

- Leading full-cycle recruitment and working closely with other team members to ensure HR oversight of all competitions; conducting job analyses and job evaluations as required.
- Managing the new employee orientation program and working closely with other team members to ensure a timely and effective orientation experience.
- Providing advice and assistance to employees and/or managers to resolve employee and labour relations inquiries, grievances or issues in accordance with the collective agreement, exempt employee handbook, employer policies and/or applicable law.
- Conducting routine employee/labour relations investigations and recommending corrective actions to the Director of Human Resources as required.
- Administering the performance management system and absence management program; coaching and assisting managers through performance and/or culpable attendance issues.
- Implementing special projects as required to support HR operations, learning and development, succession planning, employee engagement, retention, recognition, internal communications, etc.

This role is best suited to someone who is confident relying on their knowledge of HR best practice, independent research and analytical thinking skills to recommend customer solutions, adept at managing through conflict and/or resistance, takes a 'win-win' approach to problem-solving wherever possible, enjoys managing/prioritizing a varied HR portfolio and understands the importance of organizational and political awareness for a public-sector HR professional.

The successful candidate must possess: an undergraduate degree in Business Administration, or a related discipline, and a minimum of three (3) years progressive experience in human resources roles; a CPHR designation; experience leading full-cycle recruitment; experience managing/administering human resources programs and special projects; experience interpreting collective agreements, policies and procedures, terms and conditions of employment and

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human resources legislation/leading cases; experience providing consultative advice in a unionized environment to supervisors/managers in the areas of labour/employee relations, performance management, attendance management, discipline and grievance handling; experience organizing and preparing grievance file documentation, preparation of matters for arbitration or other dispute resolution areas, and drafting reports and correspondence.

The successful candidate will also have the proven ability to influence and persuade others, manage workplace conflict, think analytically, build relationships, work well in a team, exercise discretion and judgement when dealing with confidential and sensitive matters and communicate effectively verbally and in writing.

Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications and abilities. The successful candidate will be required to undergo a police information check. The successful candidate will also need to possess and maintain a valid Class 5 B.C. Driver's License and a satisfactory current driver's abstract will be required.

A competitive salary and comprehensive benefit package is offered. This position is excluded from union membership.

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Please submit your cover letter and resume clearly detailing how your skills, qualifications and abilities match those required for this position by **4:30 p.m. on Wednesday, January 17, 2018**. Please reply to the undersigned, quoting the competition number and position title. If sending by email, PDF format is preferred.

Human Resources Department
hreply@northcowichan.ca
Fax 250.746.3139

We thank all applicants for their interest. However, only those selected for testing will be contacted.

