



Making a difference...together

Employment Opportunity

Human Resources Advisor

Executive Services - Human Resources

Competition	19/102
Status	Exempt Management
Salary Range	\$62,730 - \$73,800 annually (2018 rates)
Review of applications begins	4:00pm on Friday May 17, 2019 but the position will remain open until filled.

Make a difference and become a part of the Capital Regional District's vibrant future! The CRD serves the citizens of the Region by providing and coordinating selected quality local, regional and municipal services. The CRD is located in beautiful Victoria, BC, which offers the unique charm of a historical capital city while providing a variety of world class scenic and outdoor opportunities.

Position Purpose

As part of a team dedicated to service excellence, the HR Advisor provides technical, consultative, advisory and analytical services and support for the HR functions and programs of the District. The Advisor is responsible for a variety of advanced technical, data administration, transactional and analytical responsibilities, including updating and maintaining confidential employee/HR data. Further the Advisor partners with and assists the HR Managers in providing a wide-range of transactional human resources services in the areas of: employment/recruitment services; benefits management; training and development; occupational health safety and wellness; compensation administration; labour relations support; and office support and administrative coordination. Actions and activities are performed with a focus on exceptional customer service, consistent and reliable data processing, validation and analysis, and strong critical thinking and interpretation skills.

Key Accountabilities / Position Outcomes

- Works collaboratively within the HR team to support clients and organizational objectives, and partners with managers, supervisors and staff to assist in driving effective HR practices and decision making.
- Updates and maintains employee/HR data in the organization's Enterprise Resource Management System (SAP).
- Ensures accurate data maintenance, reporting, and understands data sets to successfully produce information.
- Assists in general office support and administrative coordination including reception services, filing, budget monitoring etc.
- Provides a broad range of HR generalist services to ensure clients' and operations are best supported.
- Undertakes a variety of special project work, and provides assistance and support in the development and implementation of HR programs and initiatives.
- Provides managers and employees with confidential, accurate, timely information, advice and guidance with respect

to a variety of HR processes.

- Performs HR data audits, troubleshoots HR technical and/or system related inquiries, and creates, modifies and distributes relevant HR systems reports striving for efficiency, accuracy and consistency.
- Researches, analyses, and presents information and data, as assigned.
- Participates on and leads a number of key strategic and tactical human resource and organizational initiatives, programs, and projects.
- Creates, maintains and distributes employee-facing templates, documents and correspondence.
- Provides support for other HR team members as required.
- Performs other duties as required.

Qualifications

Post-Secondary education (eg, Graduate Degree, Undergraduate Degree, Diploma) in Business Administration, Commerce, Human Resources or Social Sciences, or related, which is inclusive of courses/training/certification in the field of Human Resources, and experience working in a dynamic and service focused environment. Strong and relevant human resources experience is expected, preferably in a unionized environment. Must have a positive attitude, be a team player and demonstrate a willingness to learn and contribute. Experience working with comprehensive data sets and databases such as a Human Resources Information System (HRIS). An equivalent combination of education and experience may be considered.

Role-specific Knowledge, Skills & Abilities

- Excellent computer literacy to effectively and accurately operate HR office computer applications such as HRIS system (SAP), Excel, Word, PowerPoint, Outlook and SharePoint.
- Knowledge of relevant regulations, legislation, and policies related to local government operations, and human resources.
- Ability to understand and contribute to the development and adherence to organizational policies, procedures, and best practices and Collective Agreement interpretation.
- Good understanding of key issues and trends in the Human Resources field and willingness to understand the Organization and its culture, and issues impacting operation.
- Excellent communication (verbal & written), customer service, public relations and partnering skills.
- Demonstrated knowledge of systems thinking and understanding of the nature of data sets.
- Must have strong attention to detail ensuring accuracy in a fast paced, deadline orientated environment.
- Must be able to effectively establish and maintain working relationships interdepartmentally and with staff at all levels of the organization. Ability to deal tactfully, courteously and effectively with the public, staff, and management.
- Ability to resolve conflicts without major disruption to work flows or interpersonal relations.
- Must be able to think “outside the box,” appreciate when to escalate an issue, and problem-solve in the moment.
- Ability to effectively influence others to discuss and review alternatives.
- Ability to identify root causes of an issue and to provide recommendations on how to move towards a solution.
- Ability to assist staff, supervisors, management and HR staff on a wide variety issues.
- Demonstrate integrity, consistency, and support of CRD goals, objectives and policies.

- Self-starter with the ability to work independently, organize workload and set priorities. Flexible and willing to change priorities to meet constantly changing and resolute deadlines.
- Ability to regularly maintain complex, corporate records and proceedings on complex confidential matters.
- Ensure confidentiality and compliance with data privacy and data protection policies and legislations.
- Demonstrates excellent problem solving and process improvement capabilities. Able to utilize innovative effective problem solving techniques to deal with moderately complex issues.
- Chartered Professional Human Resources (CPHR) designation, or eligibility, is a definite asset.
- A valid Driver's license for the Province of BC is required.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "[Careers](#)".

The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.