

HR Coordinator/Executive Assistant

Permanent Full-Time – Reports to Chief Administrative Officer
Monday - Friday – 8:30 a.m. – 4:30 p.m. (some evening work may be required)

Definition:

Reporting to the Chief Administrative Officer (CAO) the HR Coordinator/Executive Assistant provides clerical and confidential administrative services, as well as assists with consultative support on a wide range of human resources issues.

HR Coordinator responsibilities include preparation of HR policies and procedures, facilitating recruitment and selection, onboarding, performance management, labour relations, and all facets of the Village's Occupational Health and Safety (OHS) Program, including management of Joint Occupational Health and Safety Committees and acting as the Village's liaison to WorkSafeBC.

Executive Assistant responsibilities include providing administrative support including but not limited to booking appointments, confirming travel arrangements, preparing meeting agendas; drafting correspondence for the CAO or Mayor's signature and assisting the CAO with various projects.

This position must maintain confidentiality on a variety of matters such as In-Camera Council reports, agendas and minutes, policy formulation, labour relations and personnel matters. The utmost discretion is required.

Human Resources (HR) Responsibilities:

- Update, and continued implementation of the Employee Manual
- Develop, implement and maintain the Occupational Health and Safety (OHS) Program
- Develop, implement and maintain HR and OHS policies and procedures, including Performance Evaluation process and Employee Recognition initiatives
- Full cycle recruiting
- Assist with the updating of job descriptions
- Develop and deliver Employee training materials, such as New Staff Orientation and Lunch 'n' Learn sessions
- Assist with coordination of external training sessions for OHS items
- Advise CAO and Managers on legal requirements on Employment and OHS issues
- Provide advice, counsel and advocacy to Employees
- Support CAO and Managers with performance management of Employees
- Participate in Labour Relations for unionized staff, including Collective Bargaining
- Facilitate and attend JOHS Committee meetings for Municipal and Fire Department Committees
- Develop Health & Safety materials specific to COVID-19 or other emergency response
- Design and implement injury prevention/health and wellness initiatives
- Manage Employee WorkSafe BC claims and conduct incident investigations
- Act as the Village's liaison with WorkSafe BC
- Other duties as required.

Administrative Responsibilities:

- Ensure all administrative assistance required by the CAO and the Mayor is provided, including screening calls, booking appointments, prioritizing items, and confirming travel arrangements
- Coordinate the processing of expenses for the CAO; initiate purchase orders and requisitions with appropriate coding and monitoring of related budget area(s)
- Maintain filing and/or record keeping systems as per the Village's records management system; recommend and implement improvements to administrative processes
- Coordinate meetings and events and prepare agendas and record minutes as required
- Compose, research, proofread, edit, and finalize a variety of documents on behalf of the CAO
- Draft bylaws, agreements, leases, RFPs as required
- Maintain relevant status reports; monitors 'bring forward' items
- Assist with preparation of grants applications and proposals as required
- Provide administrative support to various committees as required
- Process confidential matters and materials
- Facilitate, liaises and processes and Special Event Permits
- Other duties as required.

Emergency Operations Responsibilities:

- Work within the Village's and/or Regional Emergency Operations Centre (EOC) as required
- Perform the Logistics and/or Risk Management function(s) of the EOC during emergency events, even when full EOC is not activated
- Support the Information Officer drafting emergency-related communications and notifications
- Participate in tabletop exercises and other emergency management training
- Other duties as required.

Knowledge, Skills and Abilities:

- Ability to record minutes, transcribe notes, prepare correspondence/reports, and research a variety of topics
- Knowledge of business English, spelling, grammar and punctuation
- Ability to multitask, be organized, retain a strong attention to detail, and be results-oriented in a multi-faceted, fast-paced environment with changing priorities
- Ability to work both independently and interdependently
- Ability to deal with unexpected situations in a calm and competent manner
- Ability to exercise sound judgment and embrace accountability for decisions
- Ability to act with tact, diplomacy and discretion with a high degree of confidentiality
- Ability to maintain effective working relationships with internal and external stakeholders
- Skilled at sustaining corporate knowledge through document control and effective communication
- Ability to maintain current knowledge and skills through continuous learning
- Knowledge of relevant legislation such as the *Community Charter, Local Government Act, Employment Standards Act, Human Rights Code, Labour Relations Code, Workers Compensation Act and Occupational Health and Safety Regulation*
- Intermediate to advanced skill level in Microsoft Outlook, Word, Excel and PowerPoint
- Available to work outside regular office hours for evening meetings, special events, or in emergency situations.

Health & Safety:

As per the Village's commitment to the physical and psychological health and safety of its employees, the HR Coordinator/Executive Assistant must adhere to the following accountabilities:

- Identifying and reporting workplace hazards
- Participating in incident investigations and inspections
- Assisting with Job Hazard Analysis and Risk Assessments
- Adhere to all workplace safety policies and procedures
- Being aware of the following safety considerations identified for this position:
 - Lifting awkward loads
 - Dealing with difficult customers
 - Dealing with distressed Employees
 - Extension of regular work hours during peak operation
 - Computer workstation ergonomics
 - Operating company vehicles

Qualifications:

- Post-secondary education in Human Resources management or related field
- Minimum five years' experience in a Human Resources Generalist role
- Experience working in local government and/or unionized setting preferred
- CPHR designation an asset
- Occupational health and safety experience an asset
- Post-secondary education in Public Administration an asset
- Emergency Operations training/experience an asset
- Class 5 BC Driver's License and Satisfactory Driver's Abstract.