

Human Resources Advisor

Location: Municipal Hall, Pemberton (Hybrid)
Full-time, Permanent position

Summary:

A generalist HR role providing a variety of advice and support to employees, managers and council on processes and projects that impact the health of the organization and the employee lifecycle. We're looking for a self-starter who enjoys working in a dynamic environment but also has a passion for the Pemberton community.

Responsibilities:

Talent Acquisition:

- Support managers to identify staffing needs and recruitment strategy
- Review job descriptions and coordinate advertisements
- Develop interview questions and assignments
- Screen candidates, coordinate and support interviews and final selection

Employee Lifecycle:

- Prepare offer paperwork
- Administer new hire orientations and IT access requests
- Coordinate probation reviews and performance evaluation processes
- Conduct exit interviews and offboarding

Employee Relations:

- Serve as a point of contact for employee concerns
- Bridge management and employee relations through advising and coaching leaders
- Support labour relations and collective agreement negotiations
- Initiate investigations and support management with disciplinary measures

Safety & Wellness:

- Provide guidance and direction to the JOHSC
- Submit WorkSafe BC claim information and conduct incident investigations
- Support LTD applications, return to work plans and modified duties
- Promote employee wellness initiatives

HR Strategy:

- Develop and implement people related strategies and initiatives
- Develop and maintain HR policies and procedures
- Support organizational growth and development
- Promote organizational priorities, strategic direction and team agreements

HR Data & Metrics:

- Conduct monthly turnover analysis
- Complete salary benchmark analysis
- Administer, analyze, and present staff survey results
- Prepare and present bi-annual HR updates for Council

Reward & Recognition:

- Support Finance with annual wage reviews
- Coordinate and respond to independent compensation studies
- Support Finance with the administration of benefits
- Coordinate length of service awards

Training & Development:

- Support management to identify and log training needs
- Research and coordinate training opportunities
- Inform the annual training budgets
- Enable staff to obtain appropriate safety training/certifications

Administration:

- Maintain records management relating to employment
- Prepare grant applications to support training or recruitment initiatives
- Prepare various letters including changes to employment and employment letters
- Draft staff announcements and coordinate staff updates

Skills and Experience:

- Prior HR generalist experience
- Self-starter with the ability to work independently
- Ability to act with tact, diplomacy, and discretion with a high degree of confidentiality
- Ability to multitask and manage multiple concurrent deadlines
- Understanding or experience with BC Employment Standards
- High attention to detail; ability to proofread, interpret rules, regulations etc
- Strong communication skills, both written and verbal
- Ability to establish and maintain effective working relationships with a variety of shareholders
- Proficient with computers and all aspects of MS Office
- Ability to deal with unexpected situations in a calm and competent manner

- Ability to exercise sound judgment and embrace accountability for decisions
- Self-motivation with appreciation for being part of a team

Emergency Operations Responsibilities:

All persons employed by the Village of Pemberton will be required to assist the Village in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Posting Details:

Application Deadline: May 17, 2024

Estimated Start Date: June/July 2024

Job Grade: 4

Salary: \$78,208