



## HR Advisor

At VACFSS, we ensure that the rights, safety, well-being and spirit of Aboriginal children and families are upheld, honored and protected. We strive to eliminate oppression, discrimination and marginalization within our community. We acknowledge and honor the inherent wisdom, capacity and resourcefulness of our community in designing programs and services to care for our own children and families. Accordingly, we are dedicated to planning, developing, and implementing creative and innovative Aboriginal programs and services in collaboration with members of our community and other agencies.

<b>Job Title:</b>	HR Advisor - Excluded	<b>Employment:</b>	Full-time to March 31, 2021
<b>Location:</b>	745 Clark Drive, Vancouver BC	<b>Salary:</b>	\$67,860.00 - \$77,432.00
<b>Hours:</b>	8:30 – 4:30 Monday to Friday	<b>Posted Date:</b>	May 3, 2019
		<b>Closing Date:</b>	May 24, 2019

### PURPOSE OF POSITION

Reporting to the Director of Human Resources and Communication, you will be a member of the Human Resources team providing services to approximately 150 staff across three Vancouver locations. The main function of the position is to coordinate the recruitment and selection tasks for bargaining unit and excluded staff internally and externally to the Agency. In addition, you will be assigned occupational safety and health functions as well as other items that may fall within the scope of your education, training and experience as per below.

### KEY DUTIES & RESPONSIBILITIES

- Developing, writing and implementing HR policies and procedures with respect to Recruitment and Selection
- Writing and evaluating job descriptions
- Participating fully in the recruitment and selection process
- Requesting Performance Appraisals for competition purposes
- Participating in job evaluation, researching and writing of job descriptions
- Salary projection and salary assignment
- Generating and maintaining a candidate pool using job boards, planning and social media
- Participating in Labour Relations process with respect to Recruitment and Selection if required; and
- The coordination of the Occupational, Health and Safety Program across the Agency
- Generalist duties related to HR functions as required and within limitations of the given job classification
- Monthly reporting on position master lists as well as staffing assessments and analysis with management

Along with a comprehensive knowledge of all human resources functions, you have a practical understanding of all relevant legislation including Human Rights legislation, the Labour Relations Code, the Employment Standards Act and Workers Compensation Act. You also have experience in a unionized environment (preference for BCGEU Aboriginal Services) in interpreting and applying Collective Agreements.

Able to effectively develop and understand relationships across the Agency as well as with other groups, agencies or organizations, you have the ability to recognize who the key decision makers are and predict how news, events or situations will affect all stakeholders.

The successful candidate will have effective interpersonal skills, strong technical writing abilities to prepare formal reports and policies and procedures for manuals.



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### SKILLS

- Seeks improved individual and organizational performance and results
- Manages own performance based on external feedback and self-assessment
- Helps others learn by setting a positive example
- Clearly articulates and demonstrates Aboriginal culture in all activities relating to VACFSS. Reaffirms the cultural context of Aboriginal people and rights when carrying out duties and responsibilities of a VACFSS employee
- Develops organizational actions, values and services that focus on customer needs. Gives clients and other agency personnel best efforts to ensure customer satisfaction
- Works effectively and efficiently within financial, human and physical resources. Manages multiple tasks and priorities for maximum personal and organizational success. Uses time and resources productively to complete projects that are thorough, within diary dates and meet the require standard
- Influencing, with integrity, others toward a desired direction to achieve the organization's mission goals, and fostering organizational values.
- Ability to work collaboratively with all levels of an organization including Senior Management and Executive
- Supports planned organizational change by providing input in a constructive fashion
- Analyzing and developing appropriate solutions to problems
- Identifies problems, conducts background research, and provides recommendations

### QUALIFICATIONS

- BA or BBA with a human resources major or a relevant degree with a human resources specialization; and
- 3 years of human resources experience within a unionized environment; minimum 2 years of experience with recruitment and selection;
- CPHR designation preferred; eligibility or progression toward is required
- Proficient with MS Office and standard office equipment to generate, access, and disseminate information
- Ability to prioritize and handle multiple competing priorities
- A valid BC Driver's License and access to a safe, reliable vehicle

### Benefits:

- **Medical, extended health, and dental**
- **Group life**
- **100% employer-paid premiums**
- **3 weeks of vacation**
- **Eligible for the Excluded flex program after passing probation**
- **Membership in the Public Service Pension Plan**

### APPLICATION PROCESS:

Applicants may apply by completing the Application on the Employment Opportunities webpage at [www.vacfss.com](http://www.vacfss.com). We thank all candidates for their interest; however, only those selected for an interview will be contacted.

Preference may be given to Indigenous candidates as per Section 41 of the Human Rights Code.