

This position also assists in the development and implementation of a comprehensive Corporate Human Resources Plan and other HR initiatives. The HR Advisor is a specialist in recruitment and provides technical expertise in the development and maintenance of the WSCC recruitment program and employment strategy.

The work of this position helps to ensure the recruitment and retention of qualified and competent staff at the WSCC. The HR Advisor must make recommendations and decisions that align with the Commission's Vision, Mission, Values and strategic priorities. This is particularly important since we are an employer-funded Commission, whose stakeholders closely monitor our practices. The incumbent must provide services that meet the excellence standards that the WSCC has established as well as unique standards established to meet unusual situations as they arise from regional offices.

RESPONSIBILITIES

1. Ensure the recruitment of qualified, capable WSCC staff by facilitating the recruitment process for term and indeterminate staff.

- Assist managers in determining recruitment options.
- Designs and develops advertising copy in consultation with managers.
- Plans and develops recruitment and selection tools and activities.
- Chairs and facilitates Selection Committee activities and ensures the committee is updated at all times.
- Perform reference checks.
- Make job offers, verbal and written, to casual, term or indeterminate staff as required.
- Ensure the entire recruitment and selection process is consistent with policy, legislation, and best practices.
- Facilitate the appeal process as required.
- Provide advice and consultation to unsuccessful applicants.
- Provide expert advice and training to members of the Selection Committee.
- Prepare documents required for direct appointments, secondments, and transfer assignments.
- Initiate the on-boarding process for new hires and enter all relevant data of new hires into the Great Plains (GP) HR System.
- Coordinate the delivery of the Summer Student Employment Program and the Northern Graduate Employment Program.
- Maintain arrangements for incoming removals.
- Monitor success of advertisements in various media including online job sites, national newspapers, and professional journals and make recommendations on most successful recruitment methods.

2. Assist managers and supervisors to promote healthy labour/management relations by assisting with general labour relations issues.

- Provide advice and interpretation of the *Public Service Act*, Collective Agreement, Excluded Employees' and Senior Managers' Handbook.
- Provide advice and counselling to managers with respect to grievances, employee discipline and other labour relations matters.
- Assist to finalize letters of reprimand, and other related labour relations correspondence.
- Act as a mediator in supervisor/employee disputes and act as the departmental representative when negotiating settlements with the Union of Northern Workers.

3. Assist with the development/implementation and consequent monitoring of the Corporate HR Plan and associated programs and services.

- Provide information and analysis that contributes to strategic human resources management.
- Provide specialist advice on recruitment and retention strategies, including effective advertising strategies and recruitment programs.
- Develop and monitor the WSCC employment strategy.
- Work with management to ensure organizational design supports effective program delivery.
- Assist managers to analyze position workflow to avoid duplications, and reviews final job descriptions.
- Attend WSCC job evaluation meetings as required.
- Provide training and assistance to staff on writing job descriptions.
- Ensure position files, both paper and electronic, are current at all times.

4. Perform other duties as assigned to achieve WSCC goals through special projects and initiatives.

WORKING CONDITIONS

(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

As normally required in an office environment.

Environmental Conditions

As normally required in an office environment.

Sensory Demands

As normally required in an office environment.

Mental Demands

Unpleasant direct personal contacts or concern about unpleasant situations are possible during regrets on recruitment activities, labour relations support situations or during exit interviews. This occurs 20 times per month, ranging from 10 minutes to 3 hours.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven client service orientation.
- Excellent interpersonal skills.
- Proven knowledge of, and ability to, apply best practices in human resource management, particularly in the areas of recruitment and retention.
- Understanding of the WSCC's organization, environment, culture, and business strategies with the ability to understand, recognize and/or anticipate concerns or problems that will ultimately affect the WSCC's ability to attract, retain, and motivate employees.
- Proven ability to communicate, both orally and in writing, with senior managers, technical staff, and other employees.
- Proven organizational and time management skills.
- Proven strategic-thinking skills and judgment.
- Proven knowledge of *Acts*, Regulations, and procedures applicable to human resource management.
- Proven analytical and research skills.
- Proven knowledge of and understanding of human resource services within a unionized public service context.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Completion of a relevant bachelor's degree, with a minimum of two (2) years of progressive generalist Human Resources experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Indigenous language: Inuktitut

- Required
 Preferred