



# Job Posting

Internal/External

Id # AV0012

Posting Date: November 23, 2011

## *Human Resources Advisor & Executive Assistant*

**Reporting to:** Executive Director  
**Bargaining Unit:** Excluded  
**Salary Level:** \$31,200  
**Position:** Permanent Part Time: 24 hours/week  
**Location:** Seymour  
**Start Date:** Immediate  
**AV ID #:** AV0012

### **Job Summary:**

The Human Resources Advisor & Executive Assistant provides advice and support to the Executive Director, the supervisory team and to staff on human resources practice and policy including all management labour relations and employer relations matters. Also provides comprehensive administrative support to the Executive Director.

### **Human Resource Duties:**

- Consults with the Executive Director on agency and human resources priorities, issues and directions;
- Monitors and responds to communications from HEABC and HSA; keeps Executive Director informed of issues relevant to the Agency;
- Acts as the agency's Privacy Officer and performs all the legislative duties associated with this function;
- Provides advice and support to the management team on human resources practices, including collective agreement interpretation, ensuring consistency of practice throughout the Agency;
- Provides advice on human resource implications of Agency change initiatives; takes action as directed by the Executive Director;
- Monitors Collective Agreement negotiations and job classifications; analyzes impact of changes for the Agency;
- Ensures implementation of changes arising from collective bargaining;
- Works collaboratively with union representatives, maintaining positive labour relations within the Agency;
- Provides advice and direction to managers during grievance process. May represent the employer at grievance proceedings at the discretion of the Executive Director;
- Attends Union/Management and Occupational Health and Safety meetings representing the employer;
- Supports and assists managers/supervisors in all levels of the employment process, including but not limited to recruitment, screening, hiring, orientation, and evaluation; and ensures that Agency standards and guidelines are adhered to;
- Maintains an awareness of the human resource implications of government legislation, labour law and industry arbitrations;
- Assists managers/supervisors with the development and revision of job descriptions, according to related classification requirements;
- Responsible for all aspects of benefit administration;
- Responsible for providing an orientation program for new Agency staff;

- Responsible for the development, implementation and evaluation of Human Resources policies and procedures and information systems;
- Responsible for human resources reporting requirements to HEABC and HSA;
- Responsible for responding to employee feedback, complaints, and training needs and performs exit interviews as needed;
- Assists the Finance Manager to complete and submit all human resources related reports to the Municipal Pension Plan, HSCIS and other provincial and federal legislative requirements;
- Maintains personnel files and ensures confidentiality of information contained within personnel files;
- Works with the Finance manager to ensure payroll and benefit information is appropriately recorded and maintained;
- Serves on internal and external committees relevant to Human Resources, as directed or approved by the Executive Director;

### **Duties in Support of the Executive Director:**

- Organizes the Annual General Meeting and acts as the recording secretary at the AGM;
- Ensures that requirements of the BC Society's Act with respect to notice of AGM, filing of reports and official record keeping, etc., are met;
- Maintains the Society's membership database in strict confidence; corresponding with members with respect to AGM, membership renewal and the annual renewal campaign;
- Participates in Strategic Planning sessions and Outcomes Measurement Planning;
- Participates in staff development activities;
- Attends all staff meetings as called by the Executive Director;
- Complies with agency policies and procedures;
- Performs other related duties as required;

### **Qualifications:**

#### **Education and Experience:**

- Post-Secondary education in Human Resources Management or related education;
- Three years experience in a unionized environment, preferably in a healthcare setting;
- Three years of recent, related experience in a non-profit setting;
- Knowledge of relevant legislation (Employment Standards, WorkSafeBC, Human Rights, etc.)

#### **Skills and Abilities**

- Highly developed interpersonal skills including strong oral and written communication;
- Demonstrated ability to work successfully in a unionized environment;
- Demonstrated superior organizational, analytical and problem-solving skills;
- Ability to work independently and as a team member;
- Strong knowledge of issues related to diversity and disability, including legislation, policies and procedures supporting diversity, anti-discrimination and anti-harassment;
- Conflict resolution skills and demonstrated ability to handle confidential and complex issues with the utmost discretion;
- Knowledge of HIV/AIDS and related issues;

- Proliferation in the use related programs and equipment including Microsoft Office, Database Management, email, phone, and other related software programs;
- Commitment to working with others through respect, sensitivity and confidentially.

**Closing Date for applications:**

**Wednesday, December 7, 2011**

**Please send cover letter and resume to:**

**Brian Chittock, Executive Director: [brianc@aidsvancouver.org](mailto:brianc@aidsvancouver.org)**

**1107 Seymour Street Vancouver BC, V6B 5S8**

**No Phone Calls Please**

Although we consider every application carefully, only those selected for an interview will be contacted. AIDS Vancouver is an equal opportunity employer and we encourage applications from those of diverse backgrounds (incl. gender, sexual orientation, ethnicity, community origin, and HIV status).