

## Human Resources Advisor

<b>Reporting to:</b>	Executive Director
<b>Bargaining Unit:</b>	Excluded
<b>Salary Level:</b>	\$31,200 (not pro-rated, with extended benefits)
<b>Position:</b>	Permanent Part Time: 24 hours/week Monday-Friday
<b>Hours:</b>	Flexible
<b>Location:</b>	Seymour
<b>Posted Date:</b>	February 17, 2012
<b>Closing Date:</b>	March 2, 2012
<b>Start Date:</b>	Immediate
<b>AV ID #:</b>	AV0012

The Human Resources Advisor is responsible for the effective and consistent administration of human resources policies, procedures and guidelines for union and non-union staff.

### **Human Resource Duties:**

- Consults with the Executive Director on human resources priorities, issues and directions;
- Monitors, interprets, and ensures compliance with collective agreements;
- Communicates with HEABC and HSA;
- Monitors collective bargaining and implements changes as necessary;
- Works collaboratively with union representatives; maintaining positive labour relations;
- Provides advice and direction to managers during grievances and represents the employer when needed;
- Acts as the agency's privacy officer and performs all required legislative duties;
- Sits on committees, including Labour/Management and Occupational Health and Safety committees;
- Advises managers of, and performs duties related to, all levels of the employment process, including but not limited to recruitment, screening, hiring, orientation, and evaluation;
- Maintains an awareness of the human resource implications of government legislation, labour law and industry arbitrations;
- Administers all aspects of staff benefits;
- Works with the Finance Manager to complete necessary reports and ensure accurate payroll and benefits information;
- Maintains personnel files and ensures confidentiality;

- Develops, implements and evaluates HR policies, procedures and information systems;
- Organizes trainings and learning events in support of staff development;
- Organizes the Annual General Meeting and ensures compliance with BC Society's Act with relation to the AGM;
- Maintains the Society's membership database in strict confidence;
- Attends Board of Directors Meetings as required;

### **Qualifications:**

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

- Post-Secondary education in Human Resources Management, or related field, or an equivalent combination of education, training, and experience;
- Three years experience in a unionized environment, with a strong understanding of collective agreements, bargaining agents and labour relations;
- Knowledge of relevant legislation (Employment Standards, WorkSafeBC, Human Rights, etc.);
- Experience as part of a management team, preferably in a non-profit setting.

#### **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;
- Highly developed skills in the use of Microsoft Office, Database Management, and other related software programs;
- Commitment to working with others through respect, sensitivity and confidentiality.

Created: November 2011

Updated: February 13, 2012

***We strongly encourage applications from those of diverse backgrounds (incl. gender, sexual orientation, ethnicity, community origin, and HIV status.)***

Please submit your CV and cover letter via email to:  
[employment@aidsvancouver.org](mailto:employment@aidsvancouver.org)