



Job Posting Internal/External
Posting Id# 2014-11
Posting Date: May 26, 2014

Human Resources Officer

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

Position Summary:

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

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;
- Tracks, monitors and performs probationary periods and performance reviews;
- 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, discipline 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;
- Standardizes and helps coordinate recruitment practices for new employees and volunteers;
- Designs and implements paid and unpaid staff recognition programs

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;
- Leadership and group facilitation skills;
- Flexible and adaptable.

Closing Date for applications:

Monday, June 9, 2014, 4:30pm

Please send cover letter and resume in *one Word or PDF document to:*

Human Resources, AIDS Vancouver: hr@aidsvancouver.org

1107 Seymour Street, Vancouver BC, V6B 5S8

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).