



## **JOB DESCRIPTION**

**TITLE:** HUMAN RESOURCES ADVISOR

**DEPARTMENT:** Human Resources

**Position Last Evaluated: Oct 2013**  
**Job Desc. Last Updated: Apr 2022**

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### **GENERAL ACCOUNTABILITY**

Reporting to the Manager, Human Resources, the Human Resources Advisor provides services in a variety of programs and activities related to human resources. The primary focus of this position is to provide human resources support in a variety of areas including recruitment, labour/employee relations, job evaluation, HRIS, disability management and HR projects.

### **NATURE AND SCOPE OF WORK**

Supports managers in the hiring process for a portfolio of positions by determining testing processes, participating in employment interviews, conducting reference checks, assessing and recommending applicant suitability for employment, attending career fairs, and providing recruitment information to outside agencies and members of the public. Advises managers with respect to adherence to relevant contract language and legislation as it pertains to recruitment and staffing.

Coordinates co-op student program.

Coordinates the job evaluation process in accordance with the job evaluation plan. Conducts analysis on JIQ and provides support to managers through the job evaluation process. Participates as a member on the JE Committee. Maintains the job evaluation database and relevant documentation.

Provides labour relations support to the HR Managers in the areas of job evaluation, recruitment, staffing and disability management.

Contributes to the development of the City's collective bargaining agenda.

**NATURE AND SCOPE OF WORK cont.**

Coordinates the attendance management program. Provides scheduled and ad hoc attendance summaries to managers, develops recommendations for managers in consultation with the Manager, Human Resources, maintains records of discussions, and provides overview to new managers as required.

Assists with the coordination of respectful workplace investigations (by external consultants).

Provides support to the Manager, Occupational Health & Safety for Worksafe claim management and sick leave. Requests and questions medical as required for complex/extended claims. Coordinates accommodations and return to work of employees on Worksafe and disability claims. Liaises with physicians, vocational rehabilitation consultants, insurance carriers and WorkSafe staff to identify employee fitness to return to work and any job restrictions.

Implements return to work programs and modified work based on employee restrictions and limitations in consultation with the respective department manager, supervisor, worker and others (i.e. WorkSafe, physician, insurance carrier). Ensures follow-up of the return to work plans and accommodations.

Refers employees for medical and/or vocational assessments and training where appropriate and oversees recordkeeping of all documents related to the return to work process.

Develops and maintains HRIS functionalities, which includes HR reporting and metrics, databases, HRIS modules, etc. Liaises with IT and payroll for technical support or troubleshooting. Collaborates to identify needed improvements and enhancements to existing HRIS and recommends solutions. Supports the HR team and management team on ad hoc HR reports requested.

Provides coordination on HR projects and initiatives as required.

Provides advice to staff throughout the organization on human resources policies and procedures.

Provides coverage for HR Advisor(s).

Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of the *Human Rights Code* and its application to the City.

Considerable understanding of recruiting techniques and hiring practices and procedures. Maintains current in labour market trends and industry human resources practices.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.**

Considerable understanding of collective agreements.

Thorough knowledge of human resources functions, policies, practices and objectives.

Basic understanding of municipal business operations, organizational structure, programs, and priorities.

Ability to present viewpoints and ideas effectively in both written and oral form.

Ability to perform research and to prepare and present a variety of reports and correspondence.

Sound judgment, problem solving and organizational skills.

Ability to establish and maintain effective working relationships with a variety of internal and external contacts and provide information and assistance. Ability to plan, prioritize, and work with minimum supervision. Ability to work under pressure and deal with conflicting demands.

Ability to meet and deal tactfully and effectively with employees, managers, and union representatives, and have excellent communication and interpersonal skills.

Ability to work effectively with interview panel members to achieve consensus and defensible hiring decisions.

Ability to maintain confidentiality.

Proficient computer skills in word processing programs such as Word and in spreadsheet programs such as Excel.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Diploma in Business Administration or other relevant discipline and 5 years' related experience in Human Resources including experience with HRIS systems.

An acceptable equivalent combination of education and experience may be considered.

**REQUIRED LICENCES, CERTIFICATES, AND REGISTRATIONS**

Satisfactory Criminal Record Check.

**DESIRABLE TRAINING, EXPERIENCE AND/OR CERTIFICATION**

A degree with a major in Human Resource Management and/or CPHR certification is an asset.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.