

We're Hiring!

Posting:
A21926

Human Resources Advisor
Full-Time
(35 hours per week)

People & Culture - Human Resources

Options Community Services Society

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

The Human Resources team is seeking an HR Advisor responsible for delivering a full range of Human Resource services to management and employees of Options Community Services (OCS). The HR Advisor ensures compliance with HR policies and accreditation standards; provides guidance on recruitment and retention, people management, employee engagement, and day to day HR operations. They work with leadership to achieve continued quality improvement in HR practices.

HIGHLIGHTS OF KEY RESPONSIBILITIES

- Delivers HR services and provide coaching and expertise to managers and employees on end-to-end employee life-cycle including: recruitment, selection, orientation, staff development and training, performance management, compensation, investigations, progressive discipline, terminations and/or collective agreement applications and interpretations.
- Ensures legal and statutory compliance with all regulatory bodies including Employment Standards Act, Human Rights legislation, WorkSafeBC legislation and PIPA.
- Supports and delivers on the planning, coordination and deployment of Agency and HR strategic initiatives, projects, policies, guidelines and practices.
- Fosters a positive labour relations environment. Liaises with the Union to address and/or resolve grievances and/or arbitration cases in consultation with CSSEA representative. Participate as required in collective bargaining and local issue negotiations.
- Supports claims management, including: leaves of absence, sick time/disability, WorkSafeBC, etc. Coordinates return to work programs and provide advice on accommodation when required.
- Maintains confidentiality and data integrity in HRIS, employee documentation, and record keeping practices. Prepare reports, such as PQI, Annual HR report, hire/termination report and required reports/surveys as needed.

QUALIFICATIONS

Education, Training, and Experience:

- Completion of a post-secondary degree in Human Resources and CPHR designation. Combination of education and experience will be considered.
- Minimum of five years' experience in a human resources advisor role, preferably in the non-profit sector.
- Extensive knowledge of labour relations and employment legislation.

NOTE: Applicants not selected for an interview will not necessarily be notified.

Posted: 21-Sep-29

- Knowledge of payroll and benefit administration an asset.

Knowledge Skills and Abilities:

- Excellent time management, analytical and organizational skills
- Ability to deal effectively with others
- Intermediate proficiency with MS Office Suite and HR systems such as HRIS and ATS
- Demonstrated effectiveness as part of a staff team.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Service-oriented mindset and the ability to be both pro-active and responsive to employee and management enquires.
- Commitment to a problem solving approach.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Ability to identify sensitive issues and maintain a high level of confidentiality.
- Flexible and open to change in a rapidly evolving environment.
- Must be sensitive to and respectful of cultural and lifestyle diversity.

Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.

Applicants with lived experience are strongly encouraged to apply.

CLOSING DATE: Resumes will be reviewed starting **October 5, 2021** but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Recruitment
Options Community Services Society

Email: **Recruitment@options.bc.ca**

Please include a cover letter indicating the posting number [**#21926**] and detailed resume outlining your qualifications and related experience for the position.

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