

1. JOB DESCRIPTION

Working Title: HR Advisor

Effective date: October 1, 2018

Reports to: Chief Strategy Officer

2. PURPOSE

Reporting to the CSO, the HR Advisor develops, coordinates and supports a broad range of human resources initiatives, services, and programs that enable the achievement of NACCA plans and objectives, and to foster an engaged workforce. The Advisor is responsible for providing HR advice and recommendations to staff, managers, senior managers and the CEO.

3. RESPONSIBILITIES AND ACTIVITIES

Task	Description	% of Time
Develops and coordinates HR functions, such as HR Planning, recruiting, talent and performance management, leave management and employee wellness.	<ul style="list-style-type: none"> • Works with managers to determine their HR priorities in order to develop a Human Resources annual plan for NACCA • Identifies staffing priorities, training, cross training and development needs to inform HR planning, talent management and succession plan priorities • Ensures managers are trained on, and conducting performance evaluations including addressing and tracking performance issues • Ensures managers and staff are aware of and fulfilling their obligations with respect to Occupational Health and Safety • Develops, coordinates and provides advice on leave management, leave tracking and approvals that are aligned to legislation and NACCA policies 	35
Ensures appropriate staffing strategies and levels are in place at NACCA	<ul style="list-style-type: none"> • Ensures job descriptions and staffing requirements are current and aligned to NACCA's business objectives • Recommends recruiting strategies, provides posting content and completes initial candidate screening • Provides managers with effective selection tools as well as training as needed • Ensures effective on boarding of new hires 	10



Task	Description	% of Time
Develops human resources policies, procedures, tools and guidelines, at NACCA.	<ul style="list-style-type: none">• Leads the identification, development, and updates to HR policies procedures and tools aligned to the culture and priorities of NACCA and in compliance with legislation and the collective agreement.• Develops and maintains external relationships and establishes a network of professional contacts within diverse organizations to share HR best practices• Provides information and advice to managers and staff on human resource policies, initiatives, and programs• Develops and updates user procedures, guidelines and related support documentation for HR programs and practices	25
Coordinates Compensation and Benefits programs	<ul style="list-style-type: none">• Provides guidance to managers on hiring rates within salary ranges at NACCA• Ensure compensation structure and practices are current and market competitive• Provides advice to managers on the application of compensation and benefits policies• Ensures new staff are enrolled in, and understand their benefits	5
Labour and Employee Relations	<ul style="list-style-type: none">• Implements practices that promote an engaged workforce working within a respectful work environment• Provides guidance and advice to managers on employee/labour legislation• Supports the resolution of formal and informal conflicts in the workplace including providing advice and support to staff for problem-solving or conflict resolution with their managers• Researches formal and informal dispute policies and procedures to adapt to NACCA's workplace environment• Assists the CEO and managers with matters requiring disciplinary action.• Supports the negotiation of the collective agreement, providing required data, trends and research• Coordinates and supports the grievance process ensuring compliance with policies and the collective agreement.	20



Task	Description	% of Time
HR Administration	<ul style="list-style-type: none"> • Recommends and implements measures that ensure consistency and integrity of HRIS data implementing appropriate records management activities consistent with legislation and internal policies and procedures • Supports the development of HR metrics and compiles, analyzes and organizes data into reports that enable business decisions and business improvement • Supports the negotiation of agreements with external vendors to support Human Resources priorities. • Monitors contractor/vendor performance to agreed-to objectives 	5

4. QUALIFICATIONS

1. Education:		Post-Secondary degree in Human Resources or related discipline from a recognized university.
	Minimum	
	Ideal	Post secondary degree in Human Resources or Labour Relations and CHRL designation.
2. Skills		<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to reduce conflict and adapt presentation of information to various learners and audiences. • Strong problem-solving skills and initiative. • Leadership skills to identify and recommend new practices and to champion change • Strong research and analytical skills • Strong networking skills to establish and maintain relationships with organizations and resources to develop HR programs, policies and procedures for NACCA <p>Asset: Skill in interpreting Collective Agreements</p>
3. Experience	Minimum	4 years of related human resources experience including experience advising managers on HR practices and legislative requirements.
	Ideal	6 years of related human resources experience including experience providing advice and programs in a unionized environment
4. Professional Certification:		CHRL designation is an asset.
5. Expertise		<ul style="list-style-type: none"> • Knowledge of Human Resources related legislation and statutory requirements including Employment Standards, Occupational Health and Safety legislation, Privacy Legislation, and Human Rights legislation • Broad knowledge of Human Resources trends and best practices in a variety of HR functions • Knowledge of benefits legislation and of compensation principles and best practices.



6. Capabilities	<ul style="list-style-type: none"> • Leadership skills to give advice and explain HR policies and procedures with management and employees • Ability to work collaboratively with various internal and external stakeholders to understand and respond appropriately to their varying needs and priorities • Communicate effectively with Senior Management and Board • Ability to establish and maintain partnerships with key organizations with respect to the development of HR policies and procedures. • Work independently • Ability to proactively solve problems • Ability to prepare and deliver presentations • Ability to analyze and evaluate HR information and formulate recommendations • Excellent organizational skills with the ability to determine the importance of conflicting priorities
7. Characteristics	<ul style="list-style-type: none"> • Proven ability to demonstrate tact and discretion in preparing, disclosing and handling information of a confidential, controversial and sensitive nature • Works independently with little supervision • Meet time sensitive deadlines

5. UNION/MANAGEMENT

- Permanent, part-time position (3 days a week)
- Union-exempt
- 22.50 hours per week, schedule to be determined

6. SALARY

- To be determined, commensurate with designation and experience.

7. APPLY

Please send a cover letter and resume to

- hr@nacca.ca; OR
- Fax: 613-688-0895

8. CLOSING DATE

- Applications must be received by end of day September 30th, 2018

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone inquiries please.

This position is open, preference will be given to Indigenous applicants.

This position is open, preference will be given to bilingual applicants (English and French).