

Posting #24-173EM

Human Resources Advisor, Faculty Relations **Human Resources Department** **Regular, Full-time**

Purpose

Reporting to the Senior Human Resources Partner, Faculty Relations, the Human Resources Advisor, Faculty Relations provides support, advice and service to a team of Human Resources (HR) professionals and to client portfolios in areas including labour relations, recruitment, job classification, compensation, and employee relations. In addition, the Advisor supports departmental strategies and initiatives through research and analysis, interpretation of best practices and collective agreements, and recommendations on a wide range of issues to enhance the growth and development of the University of Northern British Columbia's (UNBC) human resources service delivery.

Responsibilities

Duties include but are not limited to:

- Advising in recruitment, retention, and onboarding of new faculty and staff;
- Processing records and transactions as they relate to employee life cycle events such as new hires, transfers, leaves, retirements, and departures;
- Collecting and analysing market data;
- Providing support to Senior HR Partners on to day-to-day issues;
- Collaborating with cross-functional teams to achieve department and University wide goals;
- Interpreting collective agreement requirements, best practices, and UNBC policies into HR procedures and systems;
- Assisting Senior HR Partners with labour relations matters; and
- Assisting with the development and implementation of new HR faculty-related programs and initiatives based on research and analysis.

Accountabilities

With an eye for continuous improvement and development as an HR generalist, the Advisor is accountable for:

- Building and maintaining collaborative relationships with coworkers and colleagues throughout the University, the external HR community, and the business community;
- Ensuring best practices are identified and followed utilizing proactive problem solving in performance and development, labour relations, and other HR matters;
- Developing and supporting the implementation of strategic plans to enable employee success;
- Providing credible and timely information, advice and guidance, to assist in building a culture that supports the University's strategic direction;
- Enabling innovative resolutions to issues and grievances through building positive relationships



- with the unions and other stakeholders;
- Identifying and recommending strategies for process improvements;
- Identifying and implementing emerging HR issues and trends;
- Modeling the core values and principles of HR and the University;
- Providing support in dealing with difficult conversations, performance evaluations, progressive discipline, and labour relations;
- Developing employees through mentorship, coaching, and empowerment;
- Providing exemplary client services in a timely and respectful manner;
- Identifying opportunities to collaborate with other units and departments;
- Developing and maintaining positive working and problem-solving relationships with all stakeholders;
- Inspiring cultural awareness and inclusivity;
- Ensuring advice, interpretation, and application of programs are compliant and consistent with labour legislation, employment law, University policies, and collective agreements; and
- Advising on facilitating alignment and/or adherence to collective agreements, Employment Standards Act, Human Rights, and the Labour Code.

Qualifications and Experience

The successful candidate will possess an undergraduate degree in a relevant discipline, preferably in Business with a focus on Human Resources, along with a minimum of three years relevant experience. An equivalent combination of education and experience may be considered. Having, or being on the path to becoming a Certified Professional in Human Resources (CPHR) is preferred.

We are looking for a team player who values collaboration and can also work independently and take initiative in a busy and challenging environment. The candidate must be able to prioritize workload in an environment with multiple and changing deadlines, along with the flexibility to provide support and collaboration with colleagues. Strong organizational and time management abilities are necessary, and the successful candidate must be detail orientated. The position requires excellent verbal and written communication skills. Learning and development is critical for success, as well as exceptional interpersonal skills, and a focus on client service and best practices in the HR profession.

Salary

The starting salary will be determined with consideration of the successful candidate's relevant education, skills, and experience. The annual salary range for this position is \$65,000.00 to \$72,000.00.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details, please see <http://www.unbc.ca/human-resources/employee-benefits>.

Normal hours of work will be 8:30am – 4:30pm, Monday to Friday.



Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.



Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employeewellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-173EM in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Priority will be given to applications received by October 17, 2024. Applications will be accepted until the position is filled.

