

**Posting #25-001EM**

## **Human Resources Advisor, Employee Relations**

### **Human Resources Department**

### **Regular, Full-Time**

#### **Purpose**

Reporting to the Senior HR Partner, the Advisor provides support, advice and service to a team of 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's human resources service delivery.

#### **Responsibilities**

Specific duties include but are not limited to:

- Overseeing records and transactions as they relate to employee life cycle events such as new hires, transfers, leaves and departures;
- Providing support to the Senior HR Partners with respect to day-to-day issues, including labour relations matters;
- Consulting and recommending process improvements to support long-term human resources business goals;
- Interpreting and advising on collective agreements, best practices, and UNBC policies and procedures;
- Assisting with the development and implementation of new HR programs and initiatives based on research and analysis;
- 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 by utilizing proactive problem solving in performance and development, labour relations, etc.;
- Developing and supporting the implementation of strategic plans to enable client success;
- Providing credible and timely information, advice and guidance to assist in building a culture that supports the University's strategic directions;
- Strategize effective and innovative resolution of issues and grievances, while building and maintaining strong relationships with the unions and clients;
- Identifying process inefficiencies and recommending improvements tailored to the needs of the client and University;
- Ensuring compliance and consistency when interpreting, applying, and advising on labour legislation, employment law, University policies and collective agreements;
- Advising clients to ensure the institutional people strategies are embedded in systems, processes and practices; and
- Supporting clients in dealing with difficult conversations, performance evaluations, progressive discipline, labour relations, and other HR functions.



## 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 one to three years of 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 who 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 and accurate. The position requires excellent listening, 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 Human Resources profession.

## Salary

The salary range for this position is \$65,000 to \$75,000 per annum. The starting salary for this position will be determined with consideration of the successful candidate's relevant education, skills and experience, as well as alignment with the University's compensation policy.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

- <http://www.unbc.ca/human-resources/employee-benefits>
- <http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30 am - 4:30 pm Monday through 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. UNBC is committed to removing barriers to employment and ensuring accessibility for all individuals, in compliance with the BC Human Rights Code.

We strongly encourage applications from individuals who are members of groups that have been historically underrepresented or marginalized, including, but not limited to:

- Indigenous peoples (First Nations, Métis, and Inuit)
- Women
- Members of racialized communities
- Persons with disabilities
- Individuals of diverse sexual orientations, gender identities, and expressions



We recognize and value diversity in life experiences and perspectives, which contribute to our shared growth and understanding.

## 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 S2LGBTQ+ 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](mailto:employeewellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

Please email your resume and proof of education quoting competition [#25-001EM](#) to:

Email submissions: [HRecruit@unbc.ca](mailto: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 4:30pm on February 7<sup>th</sup>, 2025; however, applications will be accepted until the position is filled.**

