

Posting #25-021EM

Human Resources Advisor, Organizational Development Human Resources Department Regular, Full-time

Purpose

Reporting to the Director, Human Resources, the Human Resources Advisor, Organizational Development (OD) plays a key role in driving organizational effectiveness and fostering a high-performing, inclusive workplace culture. This position will facilitate the drafting of an orientation and onboarding framework and will play an integral role in the implementation and maintenance of these programs. This position focuses on designing and implementing strategies, programs, and initiatives that enhance employee engagement, leadership development, and overall organizational growth. The Advisor is also responsible for partnering with leadership and key stakeholders to analyze, develop, and implement organizational structures, processes, and roles that align with the University's strategic objective.

Responsibilities

Duties include but are not limited to:

- Collaborate with senior leadership and HR teams to identify organizational development needs and priorities;
- Design and deliver new employee orientation and onboarding programs;
- Design and deliver programs focused on leadership development, team building, and employee engagement;
- Support change management initiatives by creating and executing communication, training, and engagement strategies;
- Conduct organizational assessments, including surveys, focus groups, and data analysis, to provide insights and actionable recommendations;
- Develop and implement strategies to support Indigenization, diversity, equity, inclusion, belonging, and accessibility across the organization;
- Monitor the effectiveness of OD programs and initiatives, providing metrics and reports to leadership; and
- Serve as a trusted advisor to leaders and managers on strategies to enhance organizational performance and culture.

Qualifications and Experience

The successful candidate will possess an undergraduate university degree, preferably in a related field such as Organizational Development, Human Resources, Psychology, or Business Administration. The candidate will have a minimum of 3 years of experience in organizational development, talent management, or a similar role. An equivalent combination of education and experience may be considered.

The successful candidate will possess the following:

- Strong knowledge of OD principles, including change management, employee engagement, and leadership development;



- Excellent facilitation, coaching, and communication skills;
- Ability to analyze data and apply insights to develop actionable strategies;
- Experience in designing and delivering training and development programs; and
- Strong interpersonal and relationship-building skills with the ability to influence and collaborate at all levels.

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 to \$75,000.

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 8:30am – 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. 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 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 quoting the competition number #25-021EM to:

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 March 26, 2025. Applications will be accepted until the position is filled.

