

**TITLE:** HUMAN RESOURCES ADVISOR**CLASSIFICATION:** ADMINISTRATIVE OFFICER (AO) 24**JOB OVERVIEW**

*Reporting to the Director, Human Resources and Development Services (HRDS), the Human Resources (HR) Advisor plans, develops, implements and leads human resources programs, projects and services to meet the strategic and operational needs of Elections BC and deliver the EBC HR strategy. As well as provision of the HR program and services for core EBC staff hired under the Public Service Act, the HR Advisor's role is complicated by a large non-public service workforce, with several different types of temporary employees, whose terms and conditions of employment are determined by EBC. The HR Advisor leads a team of staff in the delivery of HR services and provides expert advice, options and recommendations to Elections BC (EBC) managers and staff on all matters related to the interpretation and application of HR legislation, policies, procedures and terms and conditions of employment for all types of EBC employees.*

**ACCOUNTABILITIES**

- Provides expert advice to managers and staff related to the interpretation and application of HR legislation, policies, procedures and terms and conditions of employment for permanent and temporary staff in EBC head offices, as well as temporary election officials and field managers/staff (Regional Field Officers, District Electoral Officers, Deputy District Electoral Officers and their staff).
- Provides guidance and advice to managers and supervisors to support their alignment with the EBC HR strategy and effective HR management in accordance with EBC HR values and corporate culture.
- Provides case management support and advice to managers and supervisors regarding potential and individual employee behavioural and performance issues or events that require intervention and resolution using conflict management principles, corrective and/or disciplinary actions.
- Supervises and guides the work of HR staff in delivering comprehensive services to EBC managers and staff, with a focus on recruitment, selection and onboarding and performance management support, ensuring that HR services conform with and adhere to HR legislation and public service/EBC policy. Assigns work to staff, approves leave, evaluates and provides performance feedback and employee development opportunities.
- Leads the implementation of staffing strategies and recruitment plans, providing advice and guidance to managers on hiring options and approaches and ensuring consistency and continuous improvement of recruitment and staffing best practices, programs and systems.
- Provides education and informational support to supervisory-level staff to facilitate capability to respond to routine HR issues.
- Plans, develops, and implements HR strategic initiatives, programs and projects consistent with operational and/or electoral event plans using EBC project management methodologies. Develops progressive and efficient HR management tools, systems and processes to implement and/or monitor the progress and success of these initiatives, programs and projects.
- Evaluates and recommends HR practices to ensure organizational consistency and efficiency.

- Researches human resources practices, trends, and issues by analysing data and information to prepare materials and recommendations on best practices and strategies for HR programs and policies to meet organizational goals.
- Develops and prepares management information reports by searching out information, assessing data and preparing reports.
- Ensures the integrity of HR information systems and records to enable sound decision-making and operations, accurate record keeping and reporting, and effective service delivery.
- Coordinates internal communications for the program area to effectively keep EBC staff informed of human resources developments to increase the transparency of the HR processes and decisions.
- Develops training programs and information materials and participates in the delivery of training to and production of information materials for staff.
- Acts as the Director, HRDS, as required.

## **JOB REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

- Post-secondary degree or diploma in human resources or related discipline and two years of related HR experience, or an equivalent combination of education and experience. Preference may be given to applicants with five years of related experience.
- Related experience must include:
  - working with HR concepts, theories and best practices in the areas of recruitment, selection, performance management, employee relations, competencies and employment benefits entitlements
  - full cycle recruitment and selection
  - providing sensitive and confidential HR advisory services to managers and supervisors
- Experience using a variety of computer applications and databases (Microsoft Office suite).

#### Preference may be given to applicants with:

- Related experience in electoral administration.
- Experience with HR legislation and policy in both government and/or other organizations that have regular and temporary workforce demands and cyclical or fluctuating business and staffing demands.
- Supervisory or team leadership experience.
- CPHR designation or current CPHR candidate

#### Applicants must be willing and able to:

- Fulfil the requirement to act as a non-partisan representative of Elections BC.
- Work outside normal business hours to meet deadlines.

**NOTE: Successful completion of security screening requirements of the BC Public Service (a criminal records check) is required.**

### **KNOWLEDGE, SKILLS, ABILITIES**

- Knowledge of EBC's mandate, structure and legislated responsibilities and broad understanding of the electoral process.
- Ability to interpret legislation, policy and procedures in plain language to a variety of stakeholders.

- Demonstrated ability to research, reference, and apply legislation, policy and best practices, and to recommend an appropriate course of action.
- Ability to use the highest degree of judgment, credibility, and tact to successfully manage relationships.
- Excellent interpersonal skills to establish strong and effective working relationships with management colleagues, clients and staff to provide service that meets organizational objectives.
- Strong supervisory and leadership skills to motivate a team in a complex work environment.
- Demonstrated ability to communicate effectively, both orally and in writing and at an appropriate level with tact and diplomacy.
- Demonstrated ability to organize a diverse and fluctuating workload effectively and independently.
- Willingness to keep informed on current trends and issues in the field of HR.
- Excellent attention to detail.
- Ability to maintain confidentiality when working with sensitive information and materials
- Demonstrated superior organizational and problem-solving skills with ability to achieve responsibilities in a stressful environment.

### **COMPETENCIES**

- Developing Others
- Empowerment
- Engaging External and Internal Partners
- Expertise
- Leadership
- Organizational Awareness
- Service Orientation
- Results Orientation
- Teamwork and Cooperation

Link to competency definitions:

<https://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/about-competencies>