



Employment Opportunity

HUMAN RESOURCE ADVISOR

ABOUT BEACON:

Beacon Community Services is a well-established local charity operating in the Greater Victoria area for over 45 years. We are an award –winning and accredited organization that helps people and improves lives through a range of community programs and services than span every phase of people’s lives. We serve Southern Vancouver Island and the outer Gulf Islands with a team around 270 staff and 600 volunteers. We offer a competitive salary, comprehensive benefits package, and a rewarding, stimulating work environment.

POSITION SUMMARY:

Reporting to the Director, People & Culture, the Human Resources Advisor is a key contributor to ensuring an excellent employee experience and workplace culture at Beacon. This role is responsible for a variety of HR processes and provides knowledgeable support and guidance to employees and managers. The position works closely with directors and managers throughout the organization, acts as a trustworthy resource to employees and liaises with union contacts, service providers and regulatory bodies.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Manages the full cycle recruitment process by performing duties such as maintaining job descriptions & postings, pre-screening candidates, conducting reference checks, conducting interviews, preparing offer of employment letters, all while supporting hiring managers in the process
- Provides support to supervisors, program managers and directors in all HR related issues including day-day operations, union grievance process, information gathering, related inquiries etc.
- Implements and coordinates the employee orientation and onboarding program
- Administers leave management processes including but not limited to maternity/parental leave, sick leave, short-term leave and WorkSafe BC claims, liaising with the third-party providers and union

- Leads workflow automation and process improvement initiatives to enhance employee service and enable information access
- Participates in the overall job classification and compensation process for both unionized and non-unionized employees
- Supports the provision of training and development opportunities to individual employees, groups, program managers/directors
- Participates in recruitment campaigns and job fairs and coordinates co-op and internship programs in collaboration with educational institutions
- Serves as a member of the Joint Health and Safety Committee and maintains records of committee activities
- Participates in employee engagement activities including conducting employee exit interviews, identify trends and put forward recommendations for improvement
- Contributes to the design and implementation of strategic HR and workplace culture initiatives such as performance management projects, policy development, wellness programs, diversity and inclusion activities, etc.
- Maintains the HR policy manual and the Employee Handbook, researches and provides input for changes to policies

QUALIFICATIONS:

- Degree in Human Resource Management and a Chartered Professional in HR (CPHR) designation or working towards the designation.
- Five (5) years of recent, related experience in a unionized environment; or an equivalent combination of education, training, and experience.
- The ideal candidate will have experience in the non-profit sector.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive working knowledge of full cycle recruitment including use of applicant tracking systems, social media and website management for recruitment and HR related processes.
- Extensive working knowledge of leave management.
- Working knowledge of best practices and procedures related to human resources.
- Working knowledge of general payroll and benefits processes and procedures.
- Working knowledge of collective agreements in the community social services is an asset.
- Exceptional verbal and written communication and interpersonal skills
- Excellent computer skills in the Microsoft Office 365 suite of software, including Outlook, Word, Excel, PowerPoint, MS Teams.

- Familiarity with HR information systems (Payworks preferred) including experience automating workflows
- Demonstrated ability to work in a multi-functional team environment and foster effective working relationships with managers, employees, union representatives, service providers and other external and internal contacts.
- Ability to maintain accurate records and document actions taken.
- Ability to function under pressure with the ability to meet multiple service demands.
- Strong organizational and planning skills.
- Ability to maintain confidentiality of information and use discretion.

ADDITIONAL INFORMATION:

Beacon Community Services serves vulnerable populations including seniors, people with disabilities and children. Protecting these people and our teams on whom they rely is critical to us. Accordingly:

- All successful applicants must consent to a Solicitor General's Criminal Record Check.
 - All successful applicants must present proof of COVID-19 vaccination as a condition of hire and ongoing employment. Should you have an official vaccination exemption, kindly advise us during your job application process, so we may discuss possible accommodation options.
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APPLICATIONS:

All interested applicants can [Apply Here](#) quoting the position number **2022-17**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.