

ROLE SUMMARY

The Human Resources Associate Advisor (HRAA) provides support to HR Management team to achieve HR Divisional goals & improve service delivery. With guidance, the HR Associate Advisor supports more senior HR staff in the areas of labour and employee relations, investigations, program development, recruitment and retention, job evaluation and classification, policy development, and in providing client support and consultation on various aspects of the employment relationship.

Under the guidance of more senior HR staff this position may be assigned a client portfolio providing support to managers and supervisors in the conduct of their management responsibilities. This includes providing advice and guidance with collective agreement interpretation, policy interpretation and application, performance management issues, employee engagement activities and assisting HR Business Partners in managing the grievance process. Additional responsibilities may include initial drafting of reports, grievance responses, and performing research and analysis on applicable case law and the legal statutes that govern the workplace, including employment standards, human rights and applicable labour codes.

This position reports to the Senior Manager of Human Resources and work assignments are received through discussion or instruction from a variety of sources such as more senior HR staff (HR Senior Manager, Managers and Business Partners) or from requests by other departments or individuals.

QUALIFICATIONS

- Bachelor's degree.
- Three years of progressive related human resources experience preferably in a unionized environment.
- Foundational knowledge of labour relations, disability management, recruitment and selection, performance management, investigations, benefits, human rights, respectful workplace, organizational design, change and transition.
- Fundamental knowledge and understanding of legislation governing human resources in a unionized environment.
- Proficiency with computerized office applications including HRIS.

Duties and Responsibilities

- Supports senior HR staff, by performing research and analysis on a variety of HR matters and contributes to the development of policy & programs by:
 - Performs research into human resources related matters
 - Drafts reports, case summaries and briefing notes for management review
 - Reviews case files and drafts summaries
 - Contributes to workplace assessments and investigations

- Under the guidance of more senior HR staff, provides guidance to a small client group as the primary point of contact with goal of expanding HR expertise, knowledge and experience to support increasingly complex portfolios.
- Provides information on a wide variety of HR topics
- Builds and maintains effective relationships with management, employees, and union representatives
- Manages and resolves conflict in a positive and constructive manner.
- Works collaboratively with colleagues and other members of the HR Division to carry out initiatives, programs, and projects.
- Attends, participates, and supports the HR divisions in various committees and meetings.