

JOB POSTING

Date: May 9, 2022

Competition: #22-41

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

Position: People and Culture Advisor
Division: People and Culture
Location: New Westminster Campus
Reporting To: Director, People and Culture

Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training, and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees, and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students' study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills, and abilities to excel at every stage of their careers and make a difference every day.

JIBC People and Culture Team:

Our goal is to play a key role in driving evolution of the culture and performance of JIBC, creating an inclusive work environment that brings out the best of each unique person for the success of JIBC as a whole. We are moving from a functional to a transformational team, leading innovative and impactful programs and practices that accelerate the performance of the institute.

We are committed to earning the trust and confidence of the JIBC team every day, acting as strategic partners to the divisions and engaging in an accessible, fair and consistent way with all staff and stakeholders.

Position Summary:

The People and Culture Advisor provides guidance to staff and leaders in all areas of Human Resources, and leads human resources portfolio areas such as recruitment, benefits administration, leave management, employee orientation, and training and development.

This role contributes to the overall success of the People and Culture team, and ensures that all programs, processes, and team services are responsive to the needs of the organization and its employees and contributes to the strategic direction and workplace culture of the organization.

Primary Responsibilities:

- Advises and assists hiring managers in the recruitment and selection of new team members;
- Manages the administration of benefit plans for employees. Interprets and applies the collective agreement as it pertains to benefits administration;
- Leads the administration of sick leave, Short Term Disability and Long-Term Disability plans and processes, and monitors Return to Work programs;
- Represents JIBC on the Joint Early Intervention Program, Joint Education Training Committee, and the Joint Job Evaluation Committee;
- Recruits and manages casual administrative employees for temporary assignments;
- Provides advice and guidance to staff and managers on navigating the collective agreement and human resources policies, practices and procedures with a goal of driving consistent employee experience;
- Develops and provides orientation for new employees;
- Researches human resources best practices, and recommends changes to better meet the needs of the organization;
- Participates in HR initiatives, activities, and projects. Takes a lead role on designated projects and initiatives;

Qualifications & Requirements:

- Diploma in Human Resource Management;
- Chartered Professional in Human Resources (CPhR) designation or progress towards this designation is an asset;
- Significant experience required in a variety of human resources functions, including some or all of recruitment, benefits, and leave management, and experience working in a unionized setting;
- Strong customer-oriented focus with the ability to exercise tact, diplomacy, and patience in dealing with others;
- Positive attitude with the demonstrated ability to work collaboratively;
- Proven ability to establish and maintain effective working relationships with a diverse group of internal and external stakeholders;
- Excellent verbal and written communication skills, including accurate spelling, grammar, and proofreading;
- Demonstrated ability to problem solve and resolve issues in an assertive and professional manner;
- Strong time management skills with the ability to establish and carry out priorities, problem solve, and meet deadlines in a fast-paced environment;
- Strong analytical skills; ability to make sound decisions independently, solve problems creatively and exercise good judgment;
- Ability to project a professional image of JIBC in all dealings with others;
- Demonstrated initiative, flexibility, and resourcefulness to proactively resolve issues;
- A high degree of proficiency in Microsoft Office;
- Must be able to maintain confidentiality on sensitive HR matters.

This role offers an opportunity for a hybrid in-office / remote work arrangement.

We offer a total compensation package that includes a benefit plan, which includes Extended Health and Dental, and enrollment in the College Pension Plan. In addition, we offer 20 vacation days and 10 Personal Days annually (pro-rated in first year), as well as generous other leave entitlements.

Posting Date: May 9, 2022

Closing Date: May 30, 2022

If you are ready to take on this fast-paced and diverse role, please submit your cover letter and resume quoting Competition #22-41, via email to hr@jibc.ca.

For more information about this position, please contact:
Kulwinder Sall, Director, People and Culture at ksall@jibc.ca

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous peoples, and persons with disabilities.

