



**Date:** April 12, 2023

**Competition:** # 23-31

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**APPLICATIONS ARE INVITED  
FOR THE FOLLOWING FULL-TIME REGULAR POSITION**

<b>Position:</b>	<b>People and Culture Advisor</b>
<b>Division:</b>	<b>People and Culture</b>
<b>Location:</b>	<b>New Westminster Campus</b>
<b>Reporting To:</b>	<b>Director, People and Culture</b>

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### **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.

### **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.

**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.**

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**Posting Date:** April 12, 2023

**Closing Date:** April 26, 2023

**Please submit a resume/CV, cover letter and copies of academic credentials, quoting Competition #23-31, via email to [hr@jibc.ca](mailto:hr@jibc.ca).**

**For more information about this position, please contact Kulwinder Sall, Director, People and Culture, [ksall@jibc.ca](mailto:ksall@jibc.ca)**

**Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.**

**We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.**



**LEARNING THAT TAKES YOU BEYOND**