

HUMAN RESOURCES ADVISOR

There are approximately 70,000 British Columbians living with dementia, and this number is growing. For every person living with dementia, there are many more people affected, including family, friends, co-workers and other members of their communities. Our vision is of a world without Alzheimer's disease and other dementias and that world begins with a more dementia-friendly society, where people affected by dementia are acknowledged, supported and included. When you work for the Alzheimer Society of B.C., you help us realize that vision by connecting more British Columbians to the support and education they need at any point on their dementia journey. You help us challenge stigma and change the future for people affected by dementia. You help us show people affected by dementia that they're not alone.

About the position

The **Human Resources (HR) Advisor** provides support and counsel to all Society staff and acts as both an employee and organizational champion. As a strategic and trusted partner, the HR Advisor provides coaching and consultation services ensuring all aspects of effective people management practices are followed. With a collaborative and proactive approach this role supports the delivery of a wide range of employee programs such as full cycle recruitment, benefits administration, disability management, employee relations and coaching performance management and OH&S. The HR Advisor leverages a solid understanding of both the organization and the HR best practices to foster integrated HR solutions and programs that align and support business strategy.

Responsibilities/Accountabilities

- Provides advice, counsel and support to managers regarding employee relations, including coaching and appropriate documentation.
- Advises and supports full cycle recruitment and onboarding of all new employees.
- Supports managers as they navigate the annual performance management process(es).
- Manages employee benefit administration including health care contracts and insurance, enrolments, changes or terminations.
- Researches and recommends HR policies that support the strategic HR direction of the Society and that are based on industry best practices.
- Conducts internal investigations, conflict and dispute resolution as needed.
- Has oversight of the salary administration system.
- Is responsible for all HR document administration including, but not limited to offer letters, payroll changes, leave management and HRIS database details.
- Other duties as required to meet the needs of the role in relation to organizational goals.

About you

This is an exciting and challenging opportunity for a true Human Resources “go-getter.” As a creative and innovative thinker, you have the ability to effectively balance employee needs, regulatory guidelines and organizational strategy. You excel in environments that require you to be able to balance appropriate process and policy with real human support. You are truly passionate about supporting people who spend their days supporting a meaningful cause.

Experience/Skills/Education

- 3-5 years of progressive HR experience with deep knowledge of workplace-related legislation, human resources policies and practices, recruitment and retention, talent management, and investigations.
- Post-secondary education with a focus on Human Resources or a related field of study.
- Human Resources designation is preferred (CHRP or CHRL).
- Refined consultative approach that engages stakeholders in a collaborative manner.
- Strong client focus with keen attention to detail and ability to translate requirements into actions.
- Familiar with HR best practices, tools, programs, emerging trends and potential issues.
- High attention to detail with the ability to present, influence and communicate information and change based on target audience.
- Able to contribute innovative solutions to complex challenges.
- A passion for understanding Alzheimer’s disease and other dementias and a willingness to learn more.

Benefits of working with us

We offer a flexible work environment, including opportunities for a nine-day fortnight and/or the ability to work from home on occasion (*note: this position will work remotely during the pandemic*), and:

- Excellent employee benefits package, where most premiums are 90% paid by the Society
- An Employee and Family Assistance program for you and your dependants
- Support for appropriate training and development initiatives
- Generous leave provisions (vacation, personal days and the potential of a holiday closure)
- 12 paid statutory holidays a year

How to apply

If this sounds like you, we would love to hear from you. Please email your cover letter and resume in a single Word or PDF file to Shannon Okun at shannon@reimaginehr.ca, **being sure to include the position title in the subject line. This posting will remain open until filled.**

We kindly ask that applications be sent by email only — no fax or mail applications please — and request that you do not phone. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted. We sincerely thank all applicants for their interest in the Alzheimer Society of B.C.