

HR Advisor (Maternity Leave – 12 months)

ABOUT THE POSITION

ITA has an exciting opportunity for a dynamic individual who wants to further their experience across a broad spectrum of HR functions.

The Human Resources Advisor supports ITA's vision, mission, values, goals and strategic planning process by aligning human resources practices to organizational goals.

This position supports the effective strategic delivery and operations of human resources programs, policies and procedures, including HR Strategies, Employment Relations, Workforce Planning, Talent Management and Health and Safety.

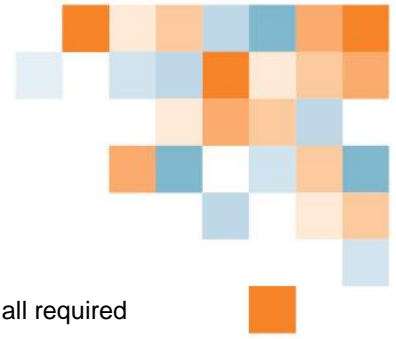
This is a temporary, full time contract (Maternity Leave) for approximately 12 months and will report to the Director, Human Resources.

Join ITA and be part of a highly engaged organization that is named one of BC's Top Employers and certified Great Place to Work!

Submit your cover letter and resume by email before the closing date listed on our careers page to HumanResources@itabc.ca.

RESPONSIBILITIES/ACCOUNTABILITIES

- **HR Strategy and Operations**
 - Ensures HR aligns with organizational and functional goals
 - Supports the implementation of programs for personal and professional development
 - Leads and/or supports HR projects
- **Employment Relations**
 - Fosters a positive organizational culture and builds relationships by demonstrating ITA values in relation to employees at all levels
 - Supports the development and delivery of annual performance review process
 - Coaches and provides advice to all staff regarding HR-related inquiries, issues and concerns
 - Promotes employee engagement by evaluating morale and developing solutions to increase productivity
 - Follows-up on any concerns raised and ensures appropriate resolution
 - Supports the termination process
 - Supports Fun Squad activities
- **Workforce Planning and Talent Management**
 - Supports managers in developing a workforce plan to identify current and future needs
 - Leads full-cycle recruitment for the organization, including developing job profiles, interview guides, and offer letters. Provides a quality recruitment framework and conducts selection and recruitment assignments at all levels within the organization
 - Supports hiring managers in deliberating and finalizing hiring decisions
 - Builds ITA employment brand through social media, job boards, employee referral program and other avenues
 - Works closely with the hiring manager to coordinate onboarding and orientation for all new hires
 - Supports managers in coaching employees to further their professional and professional development



- **Health, Wellness and Safe Workplace**
 - Oversees the JOSH Committee and ensures structure and processes meet all required legislation
 - Identified priorities and fulfillment of safety-related action items
 - Ensures all Health & Safety supplies and staff ergonomic requests are delivered efficiently and track within budget
 - Partners and coordinates with vendors and organizations to provide Health & Safety assistance or services for ITA
- **HR Reporting and Financial Management**
 - Prepares, creates, tracks and maintains HR documents and reports
 - Assists with the procurement and finance process for HR vendors, consultants and related services
 - Supports the Director, HR and Payroll & Benefits Administrator in delivering a comprehensive employee benefits and pension program to the organization
 - Supports Director, HR wherever necessary with HR budgeting and reporting, including reports for PSEC, annual department work plan and other related duties

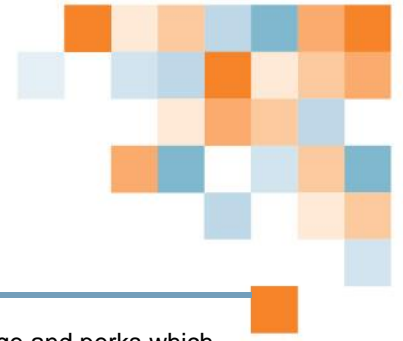
EDUCATION/EXPERIENCE

- A minimum of five (5) years of education and experience in practicing Human Resources
- Knowledge and understanding of HR principles, methods and best practices
- Working knowledge of BC Employment Standards and Human Rights Legislation, including workers compensation, health and safety and privacy
- Ability to showcase professionalism and a high degree of confidentiality
- Strong communication, collaborative and conflict resolution skills with a focus on providing excellent customer service
- Experience in MS Office Products and Learning Management Systems
- Experience in public sector and/or CPHR designation an asset

WHO WE ARE

The **Industry Training Authority (ITA)** is a crown agency that is responsible for leading and coordinating the skilled trades training and credentialing system for the province. ITA provides strategic leadership, policy support and customer services to help apprentices, employers and industry. ITA sets program standards, maintains credential records and issues the highly regarded Interprovincial Red Seal and B.C. Certificate of Qualifications (C of Q) credentials.





COMPENSATION

Annual Salary Band 5: \$70,250 - \$90,150

Salary to commensurate with experience. The ITA offers a highly competitive benefits package and perks which include:

- Flexible working schedule, floater days, and a 37.5 hour work week.
- Eligible for pension contributions.
- Healthy Living Program, In-house Gym
- Extensive Extended Health and Dental Plans that are 100% employer paid

HOW TO APPLY

If this sounds like you, we look forward to hearing from you! Submit your cover letter and resume by email before the closing date listed on our careers page to HumanResources@itabc.ca. All applicants will receive an emailed response confirming receipt of their resume submission.

We kindly ask that applications be sent by email and we ask for no phone calls please. Due to the high number of applications the ITA receives, only applicants who are selected for an interview will be contacted. Recruitment for this role may be subject to a background check. We sincerely thank all applicants for their interest in the ITA.