

EXEMPT POSITION: HR & SAFETY ASSOCIATE

HRSA

DATE: September 2021

Purpose

The HR & Safety Associate coordinates the day-to-day human resources and safety activities for supervisors and employees with administrative duties. Reporting directly to the Manager, Human Resources and Safety, as well as supporting activities of the Occupational Health and Safety Specialist, the HR & Safety Associate is responsible for supporting recruitment efforts, onboarding, claims and benefits administration, learning and development activities, and ensuring the overall delivery of effective HR and OHS practices, procedures, and records management. Additionally, the Human Resources and Safety Associate ensures consistent and appropriate implementation of best practices, the collective agreement, District policies and statutory requirements.

Required Training and Experience

- A diploma in Human Resources or a related field of study;
- A minimum of 3 years of experience in a safety, human resources or labour relations setting, preferably in a unionized or municipal environment; and
- Valid British Columbia Driver's Licence.

Work Environment

- Works primarily in a busy and diverse office environment;
- Work schedules are flexible for attendance at meetings or events after normal work hours;
- Operation of a motor vehicle may be required.

Main Scope of Work

- Prepare and maintain confidential correspondence, including personnel records;
- Provide innovation, creativity, problem solving and teamwork to create a culture of continuous improvement;
- Provides administrative and coordination support for HR and Safety;
- Schedule and attend meetings and appointments for HR and Safety;
- Prepare agendas, attend meetings, and take minutes for the District's Committees;
- Receive correspondence (including complaints, requests, and applications), prepare responses, and create and maintain files;
- Maintains records management and reporting;
- Submit employee injury claims;
- Provide support to internal and external recruitment activities including posting jobs, pre-screens, booking interviews and reference checks;
- Provide support to supervision regarding training needs and train new hires where required;
- Coordinate onboarding of new employees including payroll checklists, CUPE offer letters and facilitating new hire equipment and supplies including building access card/badge, computer access, etc.;

- Provide administrative support and carry out research and information gathering to help with the development of HR and Safety policy and programs;
- Collaborate with finance to coordinate benefits administration;
- Organize alongside the Manager of HR and Safety, staff events;
- Audit centralized filing of WorkSafeBC clearance letters for the organization’s contractors;
- Except as required by law or as expressly approved by resolution of Council, keep confidential information which, in good faith and good conscience, ought not to be disclosed;
- Builds and maintains excellent working relationships with management, employees, union representatives and the public;
- Works closely with payroll and financial services to ensure accurate employee information is shared;
- Perform such other related duties as required.

Required Abilities, Technical Skills and Knowledge

- Intermediate skills to operate all general office equipment (telephones, photocopiers, fax etc.);
- Advanced skills to operate Microsoft Office and other software used by the District; Intermediate level skill with Excel and Database;
- Basic knowledge of staffing and training practices;
- Some knowledge of safety practices and the workers compensation act;
- Sound knowledge of labour relations practices, human rights, Employment Standards Act, WorkSafe BC regulations, legal precedents and collective agreement applications;
- Ability to gain cooperation and create positive working relationships with all levels of internal and external managers, employees and clients;
- Provide innovation, creativity, problem solving and teamwork to create a culture of continuous improvement;
- Ability to work with minimal supervision and to exercise considerable judgment in the performance of duties and in the establishment of priorities;
- Superior communication skills, including presenting viewpoints and ideas in an effective and respectful manner in both written and oral forms;
- Strong ability to maintain confidential and private information and tact in explaining or exchanging information;
- Advanced organizational and time management skills;
- General knowledge of corporate and administration legislation affecting local government;
- Fast and accurate typing;
- General knowledge of local community organizations and its citizens; and
- Knowledge of the District’s services and organizational structure.

Manager, Human Resources & Safety

Chief Administrative Officer

Employee Name

Employee Signature