

Job Title:	HR Generalist
Department:	Human Resources & Corporate Services
Reports to:	Manager, Human Resources & CEO's Office

Summary

BCIB is the provincial Crown Corporation responsible for implementing the Community Benefits Agreement (CBA) on select public infrastructure projects. The CBA prioritizes hiring of local, Indigenous peoples, women, people with disabilities and other underrepresented groups and enables a culturally competent and respectful worksite. BCIB is committed to growing and mobilizing a safe, diverse, and skilled workforce and increase opportunities for apprenticeships.

Reporting to the Manager, Human Resources & CEO's Office, the HR Generalist is responsible for conducting orientation to workforce employees (unionized environment) and leading the processes associated with the lifecycle of a workforce employee. This role will ensure compliance with HR policies and procedures, provide support to staff on employee related issues, and respond to questions from workforce employees. The HR generalist will deliver presentations to medium-large groups and will be the face of BCIB to new employees joining the project workforce.

This role **will not** be involved in any recruitment activities.

This is currently a **hybrid role**.

Essential Duties & Responsibilities

- Coordinate the work schedule based on dispatch requirements.
- Facilitate the onboarding and orientation process with new workforce employees (unionised environment).
- Serve as the initial employee point of contact for new employees and will resolve employee queries and/or issues during pre or post orientation.
- Provide Community Benefits Agreement-related guidance and assistance to workforce employees during onboarding.
- Responsible for preparing all documentation to orientation including presentation.
- Support HR manager to maintain and update the orientation package as required.
- Responsible for organizing and maintaining employee records in Salesforce and all relevant repositories as per FIPPA compliance.
- Create, process and monitor all workforce employee tickets via JIRA and Oracle CRM.

- Action employee letter requests.
- Work closely with the Operations and Payroll teams to ensure employee information is accurate and processed in a timely manner.
- Provide administrative support to HR management during the claims, grievances, and investigations processes.
- Work closely with the Product Owner to implement approved changes to the Workforce Management System (WMS)
- Support training delivery of new processes and changes to the WMS.
- Maintain professional, collaborative working relationships with both internal and external stakeholders

Desired Skills & Qualifications

- A self-motivated professional with a high level of initiative, a sense of urgency, and a strong sense of leadership.
- Patience and experience with complex administrative processes; ability to execute and organize process-related actions with attention to detail while maintaining data integrity.
- Excellent organizational skills, with the ability to prioritize important projects and work in a fast paced environment
- Strong verbal and written communication skills; able to generate, maintain and present audience-appropriate reports, e-mails, site updates, spreadsheets, and training materials at a Crown Corporation standard.
- Experience working with a unionized workforce and familiarity with collective agreements.
- Demonstrated knowledge of provincial and federal employment law
- Ability to establish and maintain effective, professional, collaborative working relationships with staff at all levels of the organization.
- Excellent with Microsoft Excel, PowerPoint, Word, and Outlook.
- Proven ability to handle highly confidential information with discretion and tact.

Education and Experience

- Degree in Human Resources, or related experience required
- 3+ years' experience in a HR related role in a unionized environment
- Experience working with a construction workforce is an asset
- Experience working with Salesforce is an asset

BCIB is an equal opportunity employer and welcomes all those interested in the role to apply. BCIB staff will review all applications received, but only those shortlisted will be contacted for a follow-up interview.

Please send your resume and cover letter to jobs@bcib.ca

Application Closing Date: May 27, 2022