

Job Title: HR & Labour Relations Generalist – 24 month term

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 & Labour Relations Generalist is responsible for managing the day-to-day functions of the HR department. This 24 month term role will provide support to the Executive Director, People and Corporate Services and the Operations Team on labour relations matters, including the coordination and communication of investigations, assist in the formatting of investigation reports and will support issues management with the direction of the ED, People and Corporate Services. In addition, this role will support and lead a variety of HR projects for both the Corporate and Workforce environment.

The HR & Labour Relations Generalist will liaise with other departments such as payroll and operations to resolve issues, and work with leadership to achieve continued quality improvement in HR practices.

Essential Duties & Responsibilities

- Serve as the initial employee point of contact to resolve employee queries and/or issues.
- Responsible for organizing and maintaining employee records
- Responsible coordinating the discipline and investigation process
- Responsible for tracking investigation and grievances
- Support the documentation and formatting of investigation reports
- Support documenting LR related issues in employee files
- Assist HR leadership with formatting HR policies, procedures and manuals.
- Process and monitor all corporate employee tickets via JIRA and Oracle CRM as required.
- Support the Manager, HR in recruitment and resource planning including screening interviews, reference checks, offer letters and other related items when required.


- Provide recommendations to the Manager, Human Resources and CEO's Office Support for improvements to programs and/or training for employees.
- Assist the Manager, HR & CEO's Office in coordinating the performance planning process for all staff.
- Responsible for preparing HR reports as needed.
- Participate in the creation of corporate employee job descriptions, offers, letters and contracts.
- Assist with the development of Employee Engagement programs and activities, including employee engagement survey development, evaluation, and improvement initiatives.
- Maintain professional, collaborative working relationships with both internal and external stakeholders and vendors.
- Prepare agendas, meeting notes, and presentations as needed.
- Support a variety of internal committees

Desired Skills & Qualifications

- A self-motivated professional with a high level of initiative, a sense of urgency, and a strong sense of leadership.
- Demonstrated knowledge of provincial and federal employment law
- Experience working with unionized employees.
- Experience supporting employee investigations
- Ability to establish and maintain effective, professional, collaborative working relationships with staff at all levels of the organization.
- Excellent organizational skills, with the ability to prioritize important projects
- Proficiency with data entry and high attention to detail
- Strong phone, email and in person communication skills
- Excellent with Microsoft Excel, PowerPoint, Word, and Outlook.
- Excellent planning and organizational skills; proven ability to work in a fast-paced work environment.
- Strong document control knowledge and experience
- Proven ability to handle highly confidential information with discretion and tact.

Education and Experience

- Degree in Human Resources, or related equivalent
- 3+ years' experience in a HR/LR related role
- Experience working with Collective Agreements
- Experience with document management systems
- Experience with format and document proofreading
- Experience in government and or crown corporations 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: September 21st, 2022