

**Competition #79016****Office of the Representative for Children and Youth****Job Title: Human Resources Coordinator****Classification: Clerk 15 - Schedule A****Full-time/permanent under the *Public Service Act*****Location: Victoria or Lower Mainland, B.C.****Salary: \$51,532.63 - \$58,345.59**

The Office of the Representative for Children and Youth hosts a Corporate Shared Services unit supporting two offices of the Legislature: the Office of the Representative for Children and Youth and B.C.'s Office of the Human Rights Commissioner. The services provided under the memorandum of understanding include finance, facilities, information technology and privacy, and human resources.

The Representative for Children and Youth (RCY) provides advocacy support to people dealing with the child and youth service system, monitors and reviews government services to children and youth and reviews and investigates selected deaths and critical injuries of children and youth who are receiving services, with a particular focus on First Nations, Métis and Urban Indigenous children and youth. B.C.'s Office of the Human Rights Commissioner (BCOHRC) promotes and protects human rights through research, policy development and public inquiries into issues of systemic discrimination.

Reporting to the Human Resources Advisor, the Human Resources Coordinator is responsible for coordinating full-cycle recruitment activities for the Offices and supports the administration of a variety of programs and initiatives related to human resources processes, services and projects, including training and development, employee onboarding, data entry and record keeping. The Human Resources Coordinator provides advice and assistance related to routine interpretation and application of HR-related information, including the terms and conditions of employment and related legislation, policies and agreements. This position also provides general or ad-hoc support to the human resources team and performs other related duties as required.

Please note:

- This position is excluded from union membership
- An eligibility list may be established for similar positions within the same geographic location
- In order to achieve a representative team, preference may be given to applicants with lived experience relating to the work of the Offices. **We encourage applicants to share this information in their application.** Applications are held in strictest confidence
- The successful applicant requires a police record check and is subject to a criminal record review.

## TO APPLY:

1. Review the [job profile](#)
2. Submit a cover letter and resume detailing your relevant work experience and how you meet the stated qualifications
3. Include the position title and competition number on the cover letter and in the email subject line
4. Applications must be submitted by email to [jobs@rcybc.ca](mailto:jobs@rcybc.ca).

Only those applicants who pass the initial screening based on the **education and experience qualifications specified in the job profile** will be considered for the next step in the selection process. Your resume and cover letter must therefore clearly specify how your education and experience meet the required job qualifications. Please be as clear and specific as possible. Ensure your resume includes the month and year(s) for each job in your employment history as well as the job-related responsibilities. **If you do not clearly identify how you meet the education and experience requirements for the position, your application will not be considered.** Please note that the content and/or format of your cover letter and resume may be evaluated as part of the assessment process.

**Only those applications submitted to the Office of the Representative for Children and Youth directly by email will be considered. DO NOT apply for this position by submitting your profile on the BC Government Hiring Centre website.**

Please note that incomplete applications or late applications will not be evaluated or acknowledged.

**Your application must be received by 11 p.m., PST on Tuesday, July 27, 2021.**

***By submitting your application, you certify that all information submitted is true, complete and correct. Any information provided in your application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate you from further consideration for employment or may result in dismissal.***

### Contact:

Crystal Lynam, Human Resources Advisor

[crystal.lynam@rcybc.ca](mailto:crystal.lynam@rcybc.ca)