

**Competition #102717****Office of the Representative for Children and Youth****Human Resources Coordinator****Classification: Clerk 15****Location: Multiple locations, B.C.****Salary: \$57,296.54 - \$64,805.30 annually.**

**In recognition of the critical importance to this role of a lived understanding of Indigenous communities, history, values and culture, and in keeping with the Special Program Approval granted by BC's Office of the Human Rights Commissioner pursuant to s.42(3) of the *Human Rights Code*, this competition is available to Indigenous applicants only.**

**There is currently one permanent opportunity. An eligibility list may be established for any future temporary and/or permanent vacancies. These temporary appointments may be extended and/or a permanent appointment may result from these temporary appointments.**

The Representative for Children and Youth (RCY), an independent officer of the B.C. Legislature, works to influence positive change to B.C.'s child-, youth- and young adult-serving systems. The Representative's Office is mandated to provide direct advocacy support to children and youth who are connected to the child and youth service system; to monitor and review government services for children and youth; and to review and investigate deaths and critical injuries of children and youth in B.C.

The Office of the Representative for Children and Youth (RCY) hosts a Corporate Services unit supporting two offices of the Legislature: the Office of the Representative for Children and Youth and BC's Office of the Human Rights Commissioner (BCOHRC). The specific services provided by Corporate Services are finance, facilities, information technology and privacy, and human resources.

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:

- **To assist us with screening, please ensure your application clearly indicates that you self-identify as an Indigenous person. We will hold your application in strictest confidence, sharing it only with the hiring panel.**

- Preference may be given to applicants with the following:
  - Experience providing human resources services in the BC Public Service.
  - Experience applying an understanding of rights-based approaches and the principles of reconciliation in relation to the provision of human resources services to an organization.
- The position must be willing to travel to meet the operational needs of the Office, subject to public health recommendations on travel. This may include overnight stays and travel to rural and remote areas. In keeping with RCY's support to balancing work, family and other commitments, travel will be planned in advance whenever possible.
- Most RCY positions, including the Human Resources Coordinator, are decentralized and staff are attached to hub locations for administrative purposes such as for travel status. Victoria and Prince George have physical RCY office locations.
- Please note that this position is eligible for full-time remote work.
- This position is excluded from union membership
- An eligibility list may be established
- 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 [stephanie.addis@bchumanrights.ca](mailto:stephanie.addis@bchumanrights.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 11:00 p.m., PDT on July 11, 2023.

*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:

Stephanie Addis, Human Resources Advisor

[stephanie.addis@bchumanrights.ca](mailto:stephanie.addis@bchumanrights.ca)