



## JOB DESCRIPTION HUMAN RESOURCES ADVISOR

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**Classification:** Band 2

**Position Number:** Multiple

**Supervisor title:** Director, Human Resources

### WHO WE ARE

The Representative for Children and Youth (RCY), an independent and non-partisan officer of the B.C. Legislature, works to influence positive change to B.C.'s child-, youth- and young adult-serving systems. Working under the authority of the [Representative for Children and Youth Act](#) and [Regulations](#), the Representative's Office provides advocacy support to people dealing with the service system and advocates directly on behalf of children, youth and young adults, monitors and reviews government services for children and youth and reviews and sometimes investigates deaths and critical injuries of children and youth who are receiving services.

We aspire to a legacy where children, youth, young adults and families served by the child and family serving systems receive **timely, appropriate and compassionate support and services** that they need, when they need it. We dream of a Province where all children and families thrive and where experiences of **stigma, shame, judgment and racism** have been eliminated.

RCY is committed to being a more culturally aware and agile organization, integrating Indigenous ways of knowing and being into our daily practice, and ensuring that our work highlights concerns and bright spots. We are committed to relationship, respect, reciprocity, relevance, responsibility and repair. We are guided by the principles of cultural safety, anti racism, we are a highly connected organization known for upholding rights and being respectful, responsive, responsible, reciprocal and a good ally. As Nations and communities work towards resumption of jurisdiction, RCY is appreciated for what we do and how we do it; we seek direction from and accompany those on their journey in a supportive way.

The Human Resources Advisor provides specialist advice on the interpretation and application of HR legislation, policies and procedures and the Terms and Conditions of Employment for Excluded Employees. The Advisor also provides advice, options and recommendations to management staff in matters relating to recruitment, retention, performance management, professional development, illness and disability management, and occupational safety and health. The Advisor supports and/or leads the development and implementation of organizational development projects and special initiatives.

## ROLE DUTIES

- Provides guidance, advice, consultation and information to management as first point of contact regarding HR policies, procedures and resources, interpretation of Terms and Conditions of Employment for Excluded Employees and other HR legislation and policies
- Provides advice and takes action in partnership with management on a variety of sensitive human resources issues, including but not limited to disability case management, performance management and attendance management
- Identifies and escalates relevant employee issues to the Director, Human Resources for resolution
- Researches and analyzes workforce trends in order to identify issues and recommend strategies to meet the business and operational needs of the Office
- Consults with Executive and Management teams to identify, develop, and recommend strategies in support of key human resource recruitment and staffing priorities
- Manages the recruitment process for positions at all levels within RCY. Competition management may include developing or guiding the development of job profiles and evaluation tools, participating in or facilitating interviews, and advising panels in alignment with recruitment and staffing best practices within RCY. This includes ensuring the transparent documentation of the end-to-end competitive process used for in-service inquiry and audit purposes
- Provides advice on salary eligibility in accordance with established terms
- Leads the implementation of RCY-wide programs that take into account broader corporate people management practices and the Office's organizational needs
- Works closely with senior management to develop workforce/human resource plans that align with medium/long-term business needs
- Provides support to management to ensure the effective implementation of a number of corporate and Office-specific programs
- Develops and implements communication strategies and other mechanisms to ensure management and staff are apprised of corporate human resource programs and initiatives
- Researches best practices, trends and emerging issues while continuously developing expertise in the practical application of human resource policies and procedures; develops/modifies policies and procedures as required
- May supervise staff, including assignment of work, development and evaluation of performance plans, approval of leave, and initiation of disciplinary processes
- Develops and delivers training to diverse employee groups
- Performs other related duties and special projects as and when required.

## **QUALIFICATIONS**

### **Education**

- Post-secondary degree in a related field (ex., human resources, public administration, business administration) or equivalent combination of education and experience.

### **Experience**

At least three years recent (within the last five years) experience providing professional human resources advice and services including:

- Providing consultative advice and expertise on HR matters to managers and/or supervisors in the areas of labour relations, performance management, classification and compensation, recruitment and professional development
- Working with managers and/or supervisors to address and resolve complex issues such as employee misconduct, conduct-related performance, and labour relations aspects of health-related employee issues
- Interpreting and applying HR legislation, policies and procedures, and terms and conditions of employment in a public sector environment (ex., crown corporations, school districts, public post-secondary institutions and health authorities)
- Delivering HR services in virtual and in-person environments.

### **Knowledge, Skills & Abilities**

- Ability to communicate effectively both orally and in writing, using a variety of communication tools (ex., telephone, email, Microsoft Teams) and to make presentations, both formal and informal, to management and colleagues
- Ability to build collaborative and effective working relationships with management and colleagues
- Ability to listen, understand and respond effectively to requests and issues.
- Ability to influence management and colleagues
- Ability to work effectively as part of a team and to promote a culture of teamwork, collaboration, integration and alignment, as well as work independently
- Ability to conduct research and apply analytical skills
- Ability to maintain positive and professional relationships with internal/external parties including agencies and individuals.

**Please review the job posting on [RCY's careers page](#) for details regarding preferences and other specific requirements for this position.**

## COMPETENCIES

### RCY Competencies

**Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people and people of all cultures. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all.

**Self-Discovery and Awareness** means understanding one's thoughts, feelings, values and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour – and then intentionally seeking a way forward that positively impacts the interaction and relationship.

**Building a trust-based relationship** requires a fundamental understanding that "relationship" is the foundation from which all activities happen and that building a good relationship takes time and commitment. It is a willingness to build a personal relationship in addition to a professional one, participating in open exchanges of experiences and culture. It requires a genuine, non-controlling approach and relies upon demonstrated integrity and transparency.

### Position Specific Competencies:

**Listening, Understanding and Responding** is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity.

**Problem Solving/Judgment** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

**Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.

**Commitment to Continuous Learning** involves a commitment to think about the ongoing and evolving needs of the organization and to learn how new and different solutions can be utilized to ensure success and move the organization forward.

### For more information on competencies:

[Competencies for Interviews & Hiring - Province of British Columbia](#)

[Indigenous Relations Behavioural Competencies - Province of British Columbia](#)