



TITLE: HUMAN RESOURCES ADVISOR

CLASSIFICATION: BAND 2

MINISTRY: OFFICE OF THE AUDITOR GENERAL

WORK UNIT: HUMAN RESOURCES

SUPERVISOR TITLE: MANAGER, HR

SUPERVISOR POSITION #: 00090496

CONTEXT

The Office of the Auditor General (OAG or office) serves the Legislative Assembly and the people of British Columbia by providing independent assessments and advice that enhance government accountability and performance. Authorities for the OAG are derived from the *Auditor General Act*.

The work of the OAG spans all government ministries, as well as Crown corporations and other agencies, including the other Officers of the Legislative Assembly. Reports resulting from direct assurance engagements are presented to the Legislative Assembly and are available for public scrutiny.

JOB OVERVIEW

Reporting to the Manager, Human Resources, the Human Resources Advisor provides strategic advice and consultation on recruitment, disability management, organizational development, and implementation of office-wide HR programs, initiatives, and services.

The office is organized into audit portfolio groupings and support services functions. This position functions in a busy office, providing service and advice to senior leaders and employees in an organization of approximately 135 FTEs. The incumbent will work independently with the support of the HR Manager on a range of initiatives including hiring/retention and outreach, rewards and recognition, and disability management; as well as providing human resource services and advice to all levels of staff.

ACCOUNTABILITIES

- Leads hiring activities in support of the office's broader recruitment plan for all levels and positions within the OAG by providing advice, guidance, and hiring coordination to hiring managers.
- Leads oversight of operational people processes including Peoplesoft administration.
- Reviews and analyses recruitment data and uses those metrics to inform future recruitment.
- Provides advice and input to plans for the implementation of an Applicant Tracking system, reviews its capability to track relevant recruitment data.
- Develops evaluation tools and conducts on-going evaluation of recruitment initiatives to ensure results meet expectations and provide a good return on investment.
- Works closely with senior management on their short-term recruitment needs.
- Supports the job profile design, revision and classification process.
- Supports the short-term illness injury and long-term disability process.
- Researches and analyzes workforce trends to highlight issues and recommend strategies to meet the business and operational needs of the organization.
- Prepares employment offer letters, salary analysis for review by the HR Manager.
- Assists the HR Manager with policy projects.
- Manages human and financial resources, agreements and contracts required to deliver human resource programs.

JOB REQUIREMENTS

Education and Experience

- Undergraduate degree, or post-graduate diploma or certificate, in a related field (e.g., human resources, public/business administration).
- Minimum three years of **related experience**¹ acting as an HR professional providing HR services for an organization supporting client groups.
 - ²**Related experience:** experience with disability management, recruitment and hiring experience with various classifications, preparing offer letters, salary recommendations, providing senior leaders with HR support and guidance.
- Preference may be given to candidates with:
 - HR accreditation (CPHR)
 - HR experience in the B.C. public service or an independent office
 - Peoplesoft administrator experience or similar people management system

PROVISO

- Successful completion of security screening requirements of the B.C. public service, which may include a criminal records check, and/or *Criminal Records Review Act (CRRA)* check, and/or enhanced security screening checks as required by the Office of the Auditor General.

Knowledge, Skills and Abilities:

- Demonstrated ability to set priorities and manage multiple projects to tight deadlines and produce quality products in a timely manner.
- Ability to build and maintain effective working relationships with individuals at all levels throughout the organization.
- Strong working knowledge of operational human resources.
- Comprehensive understanding of the Principle of Merit and ability to apply it throughout the recruitment and hiring process.
- Knowledge of current and emerging HR practices, policies, and trends.
- Ability to work with minimal supervision and to exercise considerable judgment in the performance of duties and in the establishment of priorities while contributing to an environment of teamwork to collaboratively meet team objectives.
- Ability to deal with sensitive issues discretely and professionally while maintaining strict confidentiality.
- Excellent written and oral communication, presentation, and inter-personal skills.
- Ability to research, prepare and present a variety of reports and presentations.

BEHAVIOURAL COMPETENCIES

Foundation Competencies

Personal Accountability	Taking responsibility and accountability over own actions, interactions and relationships with others and demonstrating a commitment to the delivery of results.
Business Acumen	Applying an understanding of the office and the public sector, to guide effective decision making, work prioritization and approach in alignment with business objectives.
Continuous Improvement	Demonstrating resilience, modeling agility and being open to change to enable and deliver continuous improvements.

Leadership Competencies

Corporate Planning	Defining and communicating a future vision, developing strategic and operational plans, and aligning the business to achieve the desired vision.
Engage and Inspire	Inspiring enthusiasm and commitment to individual and team goals, engaging effective and productive teams, and recognizing and celebrating successes across the office.
Leading Change	Understanding, assessing, and leading change and effectively engaging others to drive the implementation of change to achieve desired outcomes.

Corporate Services - Technical Competencies

Technical Expertise	Building strong technical knowledge and skills in a particular area of expertise, to support internal client group/s.
Service Focus	Understanding internal and/or external clients' needs, engaging in effective communication and building strong working relationships to deliver high quality service.
Business Infrastructure	Ensuring compliance and continuous improvement to the office's policies and procedures, and utilizing knowledge of processes, methodologies, and tools to achieve business outcomes.

INDIGENOUS RELATIONS COMPETENCIES

- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the Office of the Auditor General, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.