



HUMAN RESOURCES GENERALIST

Department	Office of the CAO	Reports To	Chief Administrative Officer
Directly Supervises	N/A		
Indirectly Supervises	N/A		
Key Internal Contacts	CAO, Department Heads, Managers and Employees		
Key External Contacts	CUPE,		

Position Summary

The Human Resources Generalist is responsible for developing, communicating and Implementing Human Resources policies, programs, procedures and guidelines ensuring that practices are consistent and comply with legislation including but not limited to the Employment Standards Act and collective agreements. This position has a priority focus on recruitment and retention of professional employees.

Key Accountabilities

- Helps manage employee and labour relations, including involvement in collective bargaining.
- Ensure that recruitment strategies are developed and implemented in collaboration with the CAO and senior managers while fostering strategic succession planning for the organization.
- Work closely with the CAO, Managers and outside agencies to support recruitment, orientation, training, performance, succession planning, staffing plans and all associated documentation.
- Lead the advertising and pre-screening of all recruits.
- Prepare agreements that reflect negotiated terms of employment.
- Sound knowledge of labour relations practices, human rights, Employment Standards Act and Collective agreement administration.
- Participate in budget planning for human resources and related costs and maintain expenses within operational budget.
- Excellent interpersonal skills with the ability to develop and maintain positive employee and union relations.
- Create and maintain position descriptions.
- Maintain confidential employee information.
- Manage the PRRD's training programs and staff development.
- Ensure accurate documentation and maintenance of training records.
- Manage recruitment and orientation of new employees.
- Prepare Board reports and attend meetings as required.
- Conduct workplace investigations.
- Strong verbal and written communications skills.
- Strong analytical and decision-making skills.
- Organizational and time management skills.
- Excellent Word, Excel, Outlook, and PowerPoint skills.



Qualifications and Experience

HR Certificate or 3 years HR experience or an equivalent combination of education, training and experience.

- Understanding of collective agreement interpretation, progressive discipline processes, and grievance handling.
- Knowledge in human resources functions.
- Knowledge of relevant labour law, employment and human resource related legislation. Ability to understand and contribute to the development of enabling policies and procedures.
- Solid understanding of the principles of confidentiality when dealing with sensitive employee information, workplace investigations and job competitions. Awareness of the applicability of the Freedom of Information and Protection of Privacy Act in an HR setting.
- Demonstrate strong leadership skills, while creating a positive work environment.
- Knowledge of practices and processes of recruitment.
- Demonstrated excellent communication and interpersonal skills to interact effectively with union representatives, management and administrative personnel, key stakeholders and other agencies.
- Able to understand business goals and recommend new approaches, policies and procedure to effect continual improvements, productivity and development of HR within the organization.
- Strong problem-solving decision making and conflict-management skills.
- Valid BC Driver's Licence
- Criminal Records check
- Performs related work as required.

Core Competencies

Adaptability - Adapts quickly to change and easily considers new approaches.

Planning and Prioritization - Plans and organizes work activities; manages several tasks at once.

Change Leadership - Takes responsibility for leading, directing and managing organizational change.

Change Management - Understands the need for change and helps plan for and accommodate it as creatively and positively as possible.

Collaboration - Works cooperatively with others, inside and outside the organization, to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results.

Communication - Provides regular, consistent and relevant information to others and ensures appropriate individuals are informed; listens carefully to others, asks questions or clarification and responds thoughtfully; communicates in a clear and concise manner using appropriate content, style and method of communication to suit the needs of the individual or audience.

Customer Service - Demonstrates commitment to public service, serves and satisfies internal and external customers, holds themselves accountable for quality outcomes.

Decision Making - Obtains information; identifies key issues and implications to make informed, objective decisions.

External and Organizational Awareness - Identifies and understands how internal and external issues (e.g.



economic, political, social trends) impact the work of Peace River Regional District.

Judgment and Problem Solving - Demonstrates independent and sound judgment in an abstract environment to make decisions independently or collaboratively.

Influencing and Negotiating - Uses persuasion to gain the support and cooperation from stakeholders, superiors, colleagues, subordinates and other parties to achieve a desired course of action consistent with Peace River Regional District's goals and objectives.

Professional Integrity - Displays and promotes conduct and behaviours consistent with Peace River Regional District's standards.

Initiative - Identifies opportunities and issues and proactively acts and follows through on work activities to capitalize or resolve them.

Innovation - Develops new insights into situations and apply different and novel solutions to make improvements.

Leadership - Assumes responsibility for establishing clear team vision, goals and objectives; supports and motivates the delivery of high performance; enables direct reports in capacity and career development.

Relationship Building and Management - Develops and maintains effective relationships with others, relates well to people from varied backgrounds and in different situations, show understanding, courtesy, tact, empathy and politeness