

CITY OF BROOKS – JOB DESCRIPTION

POSITION TITLE: HR/Inclusion Advisor
REPORTS TO: Human Resource Manager
SUBORDINATE POSITIONS: None

PURPOSE:

Reporting to the Human Resource Manager, this position is responsible for providing human resource generalist and administrative services while providing support to employees and managers. This position also ensures that current goals, objectives and commitments of the City to build and maintain a Welcoming & Inclusive, Diversity-Friendly municipality and community are obtained and that these goals, objectives and commitments are periodically evaluated and updated. This position will develop and provide formal structures and a strong foundation with clearly set directives for actions and priorities to ensure welcoming and inclusive sustainability within the organization and the community.

ROLES AND RESPONSIBILITIES – INCLUSION ADVISOR:

1. Promotes the Diversity Plan as identified within the Diversity Assessment in compliance with Acts and Regulations that respects and includes differences in the HR function within the workplace, City facility services, programs and events and internal and external communications;
2. Ensures implementation and ongoing development of the City of Brooks Diversity Plan;
3. Continues to implement actions and priorities from the Diversity Assessment;
4. Marketing and promotion of the City as a Welcoming & Inclusive Community;
5. Ensures that the City continues to be a member of CMARD and the AUMA Welcoming & Inclusive Communities Network and fulfills any requirements of these memberships;
6. Ensures that diversity education and training is delivered to the corporation;
7. Ensures that City facilities, services, programs and events are diversity-friendly and welcoming and inclusive in nature;
8. Ensures that City publications and the website are welcoming and inclusive;
9. Ensures that information on key programs and services are available for new residents to the City;
10. Works with key stakeholders such as organizations, institutions, community advisory and businesses to continue dialogues, consultations and communications with residents and those serving residents of diverse backgrounds;
11. Participates in civic, community pride and social inclusion events;
12. Ongoing development and distribution of the Welcome Package to external organizations; and
13. Performs other related duties as assigned from time to time.

PRIMARY RESPONSIBILITIES – HR ADVISOR:

14. Provides customer service for the Human Resource Manager by receiving, directing and responding to requests from staff and the public;
15. Inputs and maintains HR data such as training, benefit administration and other functions as directed from time to time;
16. Assists in research, recommendations and the development of new HR policies and procedures to effect corporation improvements and organizational efficiencies;
17. Assists with keeping records management processes and files ensuring compliance with FOIP/Privacy Acts;
18. Assists the Human Resource Manager with correspondence, reports, job descriptions and administrative directives as required;
19. Assists the Human Resource Manager on all HR matters, including wage increases, benefits, promotions, training programs, and disciplinary actions in compliance with corporate policies;
20. Assists the Human Resource Manager in organizing training of employees in order to ensure workforce flexibility and skills improvement;
21. Oversees the recruiting process including receiving and responding to applicants, preparing interview schedules and delivering the new-hire process for new employees;
22. Organizes new-hire HR orientations and works alongside Corporate Safety to set up new-hire General Occupational Health and Safety orientations;
23. Assists the Human Resource Manager with seasonal layoff and recall activities within all departments;
24. Liaises with the Communications Officer and the IT Supervisor to maintain current Human Resource Information on the City's internet and intranet;
25. Administers salary compensation surveys as requested from time to time;
26. Updates, maintains and reports on employee performance evaluation review deadlines and completion;
27. Submits Report on Hirings on a monthly basis to Service Canada;
28. Manages and maintains the Staff Suggestion Box process; and
29. Performs other related duties as assigned from time to time.

EDUCATION AND EXPERIENCE:

1. University degree or college diploma in business administration or Human Resource Management;
2. Minimum of one (1) years' experience in a similar setting and preferably in a unionized environment;
3. An equivalent combination of education and experience may be considered;
4. Knowledge and experience of the principles and practices of Human Resource management and Community Development;
5. Knowledge of Federal and Provincial Labor Laws;
6. Ability to establish and maintain effective working relationships with City management team members, union representatives, employees, professional colleagues and the general public with an overall strong customer service approach;
7. Knowledge of the current trends and developments in the field of public personnel administration;
8. Knowledge of recruitment techniques;
9. Knowledgeable of Human Resource Management Information systems, payroll systems and associated business software (word processing, data base and spread sheets);

10. Knowledge of computerized job description and evaluation systems with proficiency and accuracy;
11. Strong interpersonal, communication, and organizational skills with the ability to multi-task;
12. Ability to recognize problems, analyze and find creative solutions;
13. Ability to effectively work in a team environment;
14. Ability to work with people from different backgrounds;
15. Ability to be a solid listener who goes out of their way to explain and resolve any concerns or problems presented with the understanding that every individual has a different personality;
16. Alberta Class 5 driver's license; and
17. Subject to a criminal records check.

DESCRIPTION APPROVAL:

RECOMMENDED BY:

HR MANAGER:

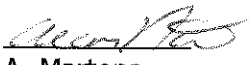


J. Gerestein

May 3 2017

Date

APPROVED BY
CAO:



A. Martens

May 3/17

Date

THIS DESCRIPTION IS EFFECTIVE ON THE DATE OF APPROVAL UNLESS OTHERWISE INDICATED.

