



PEACE RIVER  
REGIONAL DISTRICT

## Join the PRRD Team!

Come work with the Peace River Regional District team in the mighty Peace Region of northeastern BC – world renowned for our friendly people, spectacular outdoor recreation and linkages to the Yukon and Alaska.

The Peace River Regional District includes four electoral areas and seven member municipalities, with a total population of approximately 60,000, covering a vast 120,000 square kilometer area.

### Posting Date

**February 14, 2024**

### Application Deadline

**March 6, 2024 at 4:00 pm**

### Application Information

Visit [prrd.bc.ca/employment](http://prrd.bc.ca/employment) to view the **job description** for a full list of qualifications and to find out the status of this posting and other employment opportunities with the PRRD.

Apply in confidence by providing a cover letter noting the position being applied for, a resume, and three supervisory references to:

Peace River Regional District  
Human Resources  
[hrprrd@prrd.bc.ca](mailto:hrprrd@prrd.bc.ca)  
P. 250-784-1167  
F. 250-784-3220

# Human Resources Advisor

## Full Time, Permanent Exempt Position

### Position Overview

Reporting to the Chief administrative Officer, the Human Resources Advisor is responsible for the overall administration of the Human Resources and Labour relations functions of the PRRD. The responsibilities of the position include providing direction to management, in the application and interpreting the Collective Agreement and Labour Relations Policies. The HR Advisor ensures the Occupational Health and Safety program is compliant with legislation and supports a safe, healthy and productive workplace working closely with the exempt staff. This position has a priority focus on recruitment and retention of professional employees.

### Qualifications

The Ideal candidate will have:

- Certified Human Resource Professional designation (CHRL designation preferred) or Degree or Diploma in HR or 3 years experience or an equivalent combination of education, training and experience.
- Considerable understanding of collective agreement Interpretation, progressive discipline processes, and grievance handling.
- Human resources professional experience in recruitment, job evaluation, labour relations and collective agreements in a unionized environment.
- Solid understanding of the principles of confidentiality when dealing with sensitive employee information.
- Management lead of Occupation Health and Safety Committee
- Strong problem-solving decision making and conflict-management skills.
- Proficient with Word, Excel, PowerPoint and Outlook

### Additional Information

The hours of work are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch.

This exempt position offers a competitive salary range of \$95,339 - \$112,163, benefits package and an excellent team. If you are interested in this challenging and rewarding career opportunity and want to be a leader amongst our professionals, consider making the Peace Country your community and the Peace River Regional District your team!

*We thank all candidates for their interest, however, only those selected for interviews will be contacted.*

[www.prrd.bc.ca](http://www.prrd.bc.ca)