

Human Resources Client Partner

Permanent Full-time

Are you naturally collaborative, service-oriented and community-focused? Do you want to make a difference in your community and be part of an organization that has a direct impact on the quality of life of residents in the Comox Valley? At the Comox Valley Regional District (CVRD) we are committed to fostering a respectful, inclusive, equitable and diverse workplace which is representative of the community we serve. Our core values- **collaboration, service, accountability** and **sustainability** help guide us in everything we do. If you share our commitment and values, please consider applying with us.

In addition to the Comox Valley being an attractive geographic location to live and play, rich in rural agriculture, vibrant urban development, meandering coastline and dramatic mountains, working at the CVRD provides work/life balance through flexible work options, competitive salary and wages, employer-paid benefits package, and municipal pension plan. At the CVRD we value continual learning and growth and support employees' development through technical, professional, and leadership training.

Working with the CVRD is a plus for everyone. To learn more, visit our website at www.comoxvalleyrd.ca/about/careers/work-cvrd

We are accepting applications for a full-time **Human Resources Client Partner** to join our Human Resources team. The Human Resources Client Partner provides expertise and support to clients across the organization, building collaborative relationships and advancing human resources initiatives while promoting a culture of service, respect and engagement.

Reporting to the Senior Manager of Human Resources, the primary responsibilities of this role include:

- Assisting the Senior Manager in the development and implementation of policies and practices;
- Developing and coordinating learning and development initiatives in alignment with CVRD's Learning and Development Framework;
- Supporting the development and implementation of innovative strategies to enhance diversity and inclusion within the organization;
- Playing a key role in the selection and implementation of the Learning Management System, as system administrator;
- Supporting the recruitment process for regular and temporary vacancies for union positions;

- Assisting in the development and implementation of approved employee wellness programs and initiatives;
- Providing advice, guidance, and interpretation of human resources policies and collective agreements to managers and staff;
- Providing consultative services to managers and employees regarding a variety of employee relations issues, participating in discipline, dismissal and other confidential matters and conducting investigations;
- Supporting the Senior Manager with non-occupational disability management;
- Conducting research for grievances, arbitrations, collective bargaining, and other matters;
- Conducting new employee orientation and exit interviews;
- Participating on the CUPE Joint Job Evaluation Committee as an employer representative and managing the process;
- Managing human resources metric reporting;
- Supporting the development and implementation of corporate initiatives and special projects as required.

Our ideal candidate is:

- A strong communicator with excellent facilitation, negotiation, conflict resolution and interpersonal skills;
- Able to build, maintain and enhance positive working relationships with diverse partners including managers, employees, volunteers, unions, government and employment agencies;
- Able to exercise discretion, tact, diplomacy and sound judgment;
- Proactive in dealing with conflict and the resolution of disputes in both employee and volunteer settings and aware of distinct practices for volunteers;
- Current in the principles, programs, and practices pertaining to human resources management and labour relations with strong knowledge of relevant employment, labour, and WorkSafeBC legislation and collective agreement provisions;
- Educated at the post-secondary level in human resources, labour relations or another relevant discipline with a degree or diploma and a minimum of three years of progressive and broad experience working in a human resources capacity in a unionized environment;
- Experienced in developing and implementing training and development, diversity and inclusion, and/or employee engagement programs and committed to promoting a diverse and inclusive workplace;
- Chartered Professional in Human Resources designation or working towards designation.
- Organized and proficient in Microsoft Office and SharePoint applications;
- Local government administration certification and emergency management training is an asset.

A valid BC Class 5 driver's license is required for this role and occasional travel is required. Successful candidates will be required to consent to a Canadian Criminal Record Check.

This is an exempt position with a current annual salary range of \$82,080 to \$97,470.

To review the complete job description and to apply go to www.comoxvalleyrd.ca/jobs.

The closing date for this position is March 27 at 3:00 pm. Applications for available positions with the CVRD must be received prior to the indicated closing date and time. We appreciate all applications; however, only short-listed candidates will be contacted. If your application is shortlisted, you will be contacted in a timely manner to arrange an interview. Virtual or in-person interviews are available.

The CVRD respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

The CVRD is committed to providing a safe, respectful and inclusive work environment. We celebrate diversity and welcome applications from all qualified candidates.