



Date: November 4, 2022

Competition: # 22-105

**APPLICATIONS ARE INVITED FOR THE FOLLOWING
FULL-TIME REGULAR POSITION**

Position: People and Culture Associate

Division: People and Culture

Reporting To: Director, People and Culture

Justice Institute of British Columbia:

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee you'll play a role in our educational programming, which also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

JIBC People and Culture Team:

Our goal is to play a key role in driving evolution of the culture and performance of JIBC, creating an inclusive work environment that brings out the best of each unique person for the success of JIBC as a whole. We are moving from a functional to a transformational team, leading innovative and impactful programs and practices that accelerate the performance of the institute. We are committed to earning the trust and confidence of the JIBC team every day, acting as strategic partners to the divisions and engaging in an accessible, fair and consistent way with all staff and stakeholders. Our team is currently seeking skilled and dynamic professional to join our team as People and Culture Associate.

Position Summary:

The People and Culture Associate delivers timely, accurate and confidential customer service to staff and faculty in all areas of human resources including recruitment, employee and labour relations, records and systems management, pension, benefits as well as occupational health and safety.

Primary Responsibilities:

- Coach and support hiring managers and selection committees in full cycle recruitment activities through guidance and assistance with posting and recruitment requirements, collective agreement language interpretation, and organizational hiring practices.
- Identifies and coordinates advertising strategies and innovative hiring techniques to attract qualified candidates by leveraging recruitment resources including online job boards and social media.
- Ensure a seamless onboarding and offboarding experience for employees through coordination of People and Culture activities and processes related to new hires, layoffs, retirements, resignations, and terminations.
- As the frontline contact for People and Culture enquiries, the Associate receives a wide variety of enquiries and provides responses, guidance, or refers the individual to the appropriate resource. This can include enquiries related to collective agreement interpretations, conditions of employment, JIBC policies and processes.
- Manages and maintains the casual pool including recruitment, role assignments, and managing the performance with input from supervisors in areas in which they have worked.
- Participates in the development and coordinates JIBC's reward and recognition programs.
- Use human resources information systems (HRIS), applicant tracking system and benefit administration portals as well as paper or manual systems to accurately prepare, process, track, update, and maintain documentation and employee records including OHS, and Emergency Management policies, procedures, and plans.
- Administer, process, and provide information on pension and benefits to staff and faculty.
- Participates in HR initiatives, activities, and projects. Takes a lead role on designated projects and initiatives.

Qualifications & Requirements:

- Completion of post-secondary education in Human Resources Management or a related field.
- Chartered Professional in Human Resources (CPHR) designation or progress towards this designation is an asset;
- 2 years of recent experience in human resources, including experience in a unionized environment, OR an equivalent combination of education, experience, and training will be considered.
- Considerable knowledge of employment legislation including the Employment Standards Act, Labour Relations Code, Human Rights Act and experience in the interpretation and application of collective agreements.
- Significant knowledge and experience in full-cycle recruitment and ability to drive proactive recruitment.
- Excellent business communication skills, both written and spoken as well as strong business writing and reporting skills;
- A strong customer/service focus with a proactive approach to continuous improvement and incorporating HR best practices.
- Demonstrated initiative, flexibility, and resourcefulness to proactively resolve issues;
- Effectively manage competing priorities to thrive in a fast paced, high work volume environment.
- Possess a high degree of proficiency in Microsoft Office applications including Word, Excel, Power Point and Outlook, as well as knowledge and experience working with HRIS, databases, applicant tracking systems and web-based software applications.
- Must be able to maintain confidentiality on sensitive HR matters.

Posting Date: November 4, 2022

Closing Date: November 25, 2022

Please submit a resume/CV, cover letter and *copies of academic / professional credentials*, quoting Competition #22-105 via email to People and Culture at hr@jibc.ca.

For more information about this position, please contact: Kulwinder Sall, Director, People and Culture, ksall@jibc.ca.

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



LEARNING THAT TAKES YOU BEYOND