



NON-CONTRACT ROLE DESCRIPTION

JD2868

ROLE TITLE:	Human Resources (HR) Partner	ROLE DESCRIPTION NO.:	00747
DEPARTMENT:	Human Resources	HEABC REFERENCE NO.:	1872647
REPORTING TO:	Manager, Human Resources	HSCIS CODE:	06060
CLASSIFICATION:	NCEM/Range 8A	JOB CODE:	91314

ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of Island Health (Vancouver Island Health Authority), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager, Human Resources, the HR Partner provides HR advice and coaching to Leaders in their client group in order to develop and implement human resource and talent strategies, improve service, achieve goals, and resolve issues. The HR Partner provides knowledge and expertise on all aspects of the employment relationship including, talent acquisition and management, total compensation, learning & development, performance management, and employee engagement. The HR Partner also provides interpretation and advice related to collective agreements, non-contract terms and conditions, legal statutes and organizational policy and collaborates with leaders to negotiate resolution to labour relations and employee relations issues.

The HR Partner promotes and fosters a consultative and problem-solving approach that contributes to the achievement of the goals and objectives of Island Health and works closely with colleagues throughout the People Portfolio for program direction, professional guidance, and expertise.

DUTIES AND RESPONSIBILITIES:

1. Provides human resources advice and coaching to Leaders and employees to define and analyse issues and opportunities and to develop, implement, and evaluate human resource strategies and process to improve service, achieve goals, and resolve issues. Provides knowledge and expertise on all aspects of the employment relationship including:

- Employee and Labour Relations
- Performance Management
- Leadership Development
- Talent Management
- Talent Acquisition
- Total Compensation
- Learning & Development
- Employee Engagement

2. Participates in the development, implementation and evaluation of HR programs and services, including the annual performance cycle, talent review, and succession and development planning, ensuring follow-up programs are delivered.

3. Provides interpretation and advice to Leaders and other organizational partners on Collective Agreements, Non-Contract Terms & Conditions of Employment, legal statutes and organization policy.
4. Assists Leaders with grievance handling and other labour relations issues by:
 - Providing guidance on conducting investigations
 - Guiding meeting preparation and facilitating meetings
 - Corresponding with union representatives and legal counsel
 - Negotiating agreements
 - Preparing and/or presenting cases at third party hearing
5. Provides advice and guidance to Leaders on job classification and total compensation in accordance with HR principles and Island Health programs and policies. Collaborates with leaders to develop job descriptions for contract and non-contract positions and evaluates jobs in accordance with applicable classification systems.
6. Mentors HR Advisors, Analysts, and Assistants maintaining a focus on delivering on the people strategies for the organization and for their client group
7. Works in collaboration with People Portfolio peers and client group leadership to facilitate employees' return to work and accommodations by providing advice on legal, technical and compliance issues surrounding the application of the collective agreements and Human Rights legislation and by participating in the exploration, assessment, and implementation of accommodation options.
8. Provides advice and support to Leaders on employee and team development, leadership and management development, employee engagement, and change and transition. Coaches Leaders to develop and apply Island Health leadership competencies.
9. Works closely with Labour Relations Specialists on complex employee issues such as human rights.
10. Partners with People Portfolio colleagues and Client Group leadership to implement industry and organization-wide changes and initiatives.
11. Coordinates and provides guidance on essential services planning and conducts negotiations for assigned programs.
12. Develops and provides education and in servicing on human resources matters to Leaders. Delivers corporate education and training sessions for leaders and employees. Provides recommendations regarding employee and management education to the People Leadership team.
13. Participates on organizational and industry committees as required.
14. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a Bachelor's degree in a related area such as Human Resource or Business Administration and five (5) years' recent related experience in a large, complex, multi-union organization.

Skills And Abilities

- Working knowledge of multiple human resource disciplines and labour law
- Demonstrated consulting, coaching, and facilitation skills
- Ability to build and maintain relationships and communicate clearly and effectively, both verbally and in writing
- Process-oriented with strong analytical and problem-solving skills
- Influencing and negotiation skills

- Commitment to client service, teamwork, and collaboration
- Ability to organize work and manage competing and shifting priorities
- Ability to manage self in a variety of situations, maintaining a high level of professionalism

LEADS in a Caring Environment Framework: <https://www.leadscanada.net/site/framework>