



NON-CONTRACT ROLE DESCRIPTION

JD2968

ROLE TITLE:	Human Resources (HR) Coordinator	ROLE DESCRIPTION NO.:	00746
DEPARTMENT:	Client Services, Human Resources	HEABC REFERENCE NO.:	18721022
REPORTING TO:	Manager, HR Client Services	HSCIS CODE:	06099
CLASSIFICATION:	NCEM/Range 6	JOB CODE:	06099V

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 Manager, HR Client Services, the HR Coordinator holds responsibility for coordinating various key functions within Client Services, with a specific focus on coordinating displacements and identifying suitable vacancies to support Island Health's Duty to Accommodate process. The HR Coordinator conducts research and analysis related to aspects of the employment relationship, as well as working with and supporting the HR Consultants, LR Specialists and Managers regarding a wide range of HR services at the local level such as union negotiations, grievance management, job development & classification, recruitment & selection, training, change & transition, work design, performance management and team development.

DUTIES AND RESPONSIBILITIES:

1. Manages the day to day administration of the displacement process including:
2. Researching and determining collective agreement application of the displacement process.
3. Developing and maintaining displacement procedures documentation and required systems.
4. Acts as first point of contact for displaced employee and client and provides guidance and assistance to employees and clients regarding displacement/layoff and bumping procedures.
5. Maintains displacement tracking system by logging bumping chains, filing, updating and purging files as required.
6. Supports the Duty to Accommodate process by:
7. Liaising with Occupational Health and Safety and Human Resources Consultants to identify individuals requiring accommodation.
8. Searching the jobs vacancy database to identify appropriate vacant positions.
9. Identifying project work and non-posted vacancies in support of accommodating employees.
10. Supports HR Consultant and Disability Management Consultant by researching and identifying job opportunities for placement outside of employee's own job/program/former field of work and provides information to support re-training recommendations and emerging employment opportunities.
11. Carries out assigned research by gathering, tracking and analysing data and preparing reports in support of the HR Consultants, LR Specialists and Managers regarding a range of human resource services including:
 - Negotiations
 - Grievance Management

- Work Design
- Job Development & Classification
- Change & Transition
- Staff, Leadership and Team Development

12. Under direction of the HR Consultant, provides information, interpretation and advice to Managers on collective agreements, non-contract terms and conditions of employment, legal statutes, organization policy and departmental processes.

13. Corresponds with union business agents, local stewards, Employer bargaining agents and legal counsel.

14. Develops training materials and performance support tools in collaboration with HR Consultants, LR Specialists and Managers.

15. Assists in the implementation of changes to collective agreement and terms and conditions including analyzing costs.

16. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a two-year diploma in Human Resources or a relevant discipline and three (3) years' recent related experience with a large, multi-union organization, preferably within a health care or public sector environment.

Skills And Abilities

- Demonstrated knowledge of human resource methods and practices;
- Excellent research and analytical skills and attention to detail;
- Excellent interpersonal including the ability to work cooperatively and effectively in a team environment;
- Excellent verbal and written communication skills
- Demonstrated work planning and time management skills;
- Ability to work effectively under pressure and with changing priorities and deadlines;
- Ability to use computer applications, such as spreadsheet, word processing, e-mail and database software and Human Resource Information System;
- Physical ability to carry out the duties of the position.