Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting

Careers.Indigenous.Link

Date Printed: 2024/03/28

Conseillere RH / HR Advisor

Job ID	**43-6B-69-B7-CE-25**	
Web Address	https://careers.indigenous.link/viewjob?jobname=43-6B-69-B7-CE-25	
Company	Universite Bishop's / Bishop's University	
Location	Sherbrooke, Quebec	
Date Posted	From: 2023-01-10	To: 2023-07-09
Job	Type: Full-time	Category: Human Resources
Job Start Date	Des que possible / ASAP	
Job Salary	De / From $64,537.20$ To $84,193.20	
Languages	Maitrise Du Francais Et De L'anglais (oral Et Ecrit) / Fluent In French & English (witten & Spoken)	

Description

Les enonces suivants sont destines a decrire la nature et le niveau de travail general. Ils ne representent pas une liste exhaustive de toutes les responsabilites, taches et aptitudes requises.

L'Universite Bishop's recherche un Conseiller.ere en ressources humaines pour un poste regulier a temps plein au sein du departement des ressources humaines. Se rapportant au gestionnaire des ressources humaines, le titulaire est responsable de fournir une gamme complete de conseils et de solutions en matiere de ressources humaines aux unites academiques et au personnel de soutien et professionnel de l'Universite. Le Conseiller.ere RH sera responsable de la gestion efficace des ressources humaines et de l'interpretation des conventions collectives academiques et du personnel de soutien et professionnel de l'Universite.

Il agira en tant que personne-ressource pour les unites academiques et le personnel de soutien et professionnel de l'Universite en relation avec les activites, politiques et pratiques des ressources humaines. La semaine de travail est de 35 heures, du lundi au vendredi avec des soirees et fins de semaine occasionnelles.

Nature des taches

- Fournit des conseils aux Doyen.ne.s et aux gestionnaires sur l'interpretation et l'administration des politiques de l'Universite ainsi que la legislation telle que la Charte des droits et libertes de la personne et la Loi sur les normes du travail du Quebec ;
- Conseille le corps professoral, les Bibliothecaires, les Doyen.ne.s et les gestionnaires sur l'interpretation des conventions collectives, y compris les avantages sociaux et l'administration des regimes de retraite;
- Prend en charge le processus de recrutement du personnel de soutien et professionnel de l'Universite;
- Maintient et evalue un large eventail de donnees et de parametres RH pour la conformite gouvernementale et la planification operationnelle ;
- Soutien le processus d'evaluation et de classification des postes du personnel de soutien et professionnel, et supporte le developpement organisationnel des unites academiques ;
- Prend en charge les programmes et processus de remuneration globale ;
- Coordonne l'administration des conventions collectives avec le bureau du VP Academique ;
- Effectue des recherches, redige des politiques et elabore de nouvelles procedures pour assurer les meilleures pratiques en matiere de ressources humaines ;
- Contribue a l'organisation de sessions de formation et a leur suivi ;
- Travaille en etroite collaboration avec les autres membres de l'equipe RH ;
- Effectue d'autres taches connexes telles qu'assignees.

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The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishop's University is seeking a Human Resources Advisor for a regular full-time position in the HR department. Reporting to the Manager of Human Resources , the incumbent is accountable for providing a full range of human resources advice and solutions to the Faculty & Staff units of the University. The Advisor will be responsible for the effective human resources management and the interpretation of the Faculty & Staff Collective Agreements.

The Human Resources Advisor will act as a resource person for Faculty & Staff in relations to human resources activities, policies, and practices. This position has a work week of 35 hours from Monday to Friday with occasional evenings and weekends required

Nature of duties and responsibilities

- Provides advice to Deans and Managers on the interpretation and administration of University policies along with legislation such as the Human Rights Act and Quebec Labour Standards Act;
- Advises Faculty, Librarians and Deans and Managers on the interpretation of the Collective Agreements; including benefits and pension administration;
- Leads the recruitment process for staff positions
- Maintains and assesses a wide range of HR data and metrics for government compliance and operational planning;
- Supports the Staff job analysis and job classification process, and supports the Academic units organizational development;
- Supports the total compensation programs and processes
- Coordinates the administration of Collective Agreements with the VP Academic's Office;
- Researches, writes policy, and develops new procedures to ensure best HR practices;
- Assists with the delivery of training sessions and tracking;

- Works collaboratively with the HR team;
- Other tasks as assigned.

Experience

- Minimum de 5 annees d'experience de travail connexe /Minimum five (5) years' of related work experience;
- Experience de travail dans un environnement postsecondaire est un atout /Experience working in a post-secondary environment is an asset

Credentials

- Membre de l'ordre des CRHA est un atout /A CHRP designation is an asset

Education Requirements

- Baccalaureat en ressources humaines, administration des affaires ou dans un domaine connexe / Bachelor degree in a Human Resources, Business Administration or a related field

Essential Skills

- Excellentes aptitudes interpersonnelles, avec des competences eprouvees en resolution de conflits et en negociation ;
- Forte capacite a maintenir des relations positives;
- Solides competences en informatique, avec une excellente connaissance de la suite Microsoft Office;
- Excellentes competences organisationnelles, avec l'initiative necessaire pour faire avancer les projets;
- Bonne comprehension de la legislation quebecoise, y compris les normes du travail et l'equite salariale.

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- Excellent interpersonal skills, with proven conflict resolution and negotiation skills;
- Strong ability to maintain positive relationships;
- Computer proficient with excellent knowledge of Microsoft Office Suite;
- Excellent organizational abilities, and the initiative needed to carry projects forward;
- An understanding of Quebec legislation, including Pay Equity and Labour Laws

Other

L'Universite Bishop's applique un programme d'Acces a l'egalite en emploi issu de la Loi sur l'Acces a l'egalite en emplois des organismes publics et accueille les candidat.e.s qui s'engagent a respecter les valeurs d'equite, de diversite et d'inclusion et qui nous aideront a accroitre notre capacite en matiere de diversite et d'inclusion. Nous encourageons les candidatures de membres de groupes historiquement defavorises et marginalises, notamment les peuples autochtones, les membres des minorites visibles et ethniques, les personnes handicapees, les femmes et les personnes LGBTQ2+.

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Bishop's University implements an equal access employment / program under the Act respecting equal access to employment in public bodies and welcomes applicants who are committed to upholding the values of equity, diversity, and inclusion and who will assist us expand our capacity for diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous peoples, visible and ethnic minorities, persons with disabilities, women and LGBTQ2+.

How to Apply

Click "Apply Now"

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de presentation, en indiquant pour quel poste vous appliquez a careers@ubishops.ca. Ce poste restera ouvert jusqu'a ce qu'il soit pourvu.

Veuillez noter que seules les personnes retenues pour une entrevue seront contactees, et que des tests de selection peuvent etre administres ; merci pour l'interet manifeste. Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapees afin de repondre aux besoins en prevenant et en eliminant les obstacles a l'accessibilite. Si vous necessitez de mesures d'adaptation pour participer en tant que candidat.e dans le processus de recrutement, veuillez contacter careers@bishops.ca

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If interested, please submit your curriculum vitae and cover letter, including what position you are applying for to careers@ubishops.ca . This position will remain open until filled.

Please note that only candidates selected for an interview will be contacted and testing may be required; thank you for your interest. We provide support in the recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment process, please contact careers@bishops.ca