



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

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/24

Human Resources Advisor

Job ID	E0-E1-79-47-2A-AE	
Web Address	https://careers.indigenous.link/viewjob?jobname=E0-E1-79-47-2A-AE	
Company	Standards Council Of Canada	
Location	Ottawa, Ontario	
Date Posted	From: 2023-03-10	To: 2023-03-24
Job	Type: Full-time	Category: Human Resources
Languages	Bilingual Imperative	

Description

Due to the pandemic, employees are working remotely at this time. However, the office for this position is located at 600-55 Metcalfe Street in downtown Ottawa.

Who We Are

SCC is a small but impactful Crown corporation that reports to Parliament through Innovation, Science and Economic Development Canada. Using our expertise and vast network, SCC helps organizations by opening a gateway to possibilities, both at home and abroad. We bring people together, foster collaboration and expand their horizons in trade, sustainability and global connectivity. We represent and advance Canada's interests on the international stage in ways no other organization can.

As Canada's national standardization body, SCC offers more than a few pieces of the standards development and conformity assessment puzzle. We provide comprehensive strategies that allow Canadian businesses and innovators to contribute to shaping established and emerging markets. We help knock down trade barriers and create opportunities for businesses to innovate and expand into new markets by laying the foundation for their success.

SCC's work also helps drive Canada's health, well-being and economic prosperity. Whether it's the food we eat, the products and technologies we use, or how we get to work, every aspect of our lives is touched by standards. Standards and conformity assessment not only provide confidence in the quality and safety of products and services, they also play an integral role in improving the overall health and safety of Canadians, and of their environment. At SCC, everything we do is aimed at improving Canadians' quality of life and economic prosperity.

Our Culture

A 2020 and 2021 recipient of Waterstone's Canada's Most Admired Corporate Cultures award, we foster a culture founded on our values of respect, professionalism, and integrity. Over the last year, our culture has expanded and evolved in light of the COVID-19 pandemic. Working from home has had its challenges, but it has also brought us closer and has highlighted the culture that was already in place: one of compassion, agility, and flexibility.

At SCC, we believe that an empowered and engaged workforce is essential to deliver on our vision and mission. A people-centric culture means that we are all working together to achieve a common goal.

Our diversity is our strength. We believe that leveraging our unique backgrounds helps to create a stronger, more cohesive team. Proudly, we can report that 30% of our team identifies as belonging to a visible minority, 60% of our team is female, and 62% of our leadership team is female. Not only do we serve the public in both Official Languages, but we are able to go above and beyond: with a staff complement of 140, we speak over 20 languages at SCC.

A Day in the Life of a HR Advisor

Reporting to the Manager, Talent Management & Human Resources Operations, the HR Advisor is responsible for administering payroll and benefit programs and services to ensure the timely and efficient payment of wages and accurate interpretation of benefit entitlement for all Standards Council of Canada (SCC) employees. The HR Advisor provides advice to the SCC community as it relates to the payroll and benefits administration, processes, procedures, and policies across the organization and supports ongoing HR systems and continuous improvement initiatives. The role acts as a resource to the management and staff of SCC, advising and providing information on services, programs, and initiatives to meet the needs of the community.

Your Background

Post-secondary diploma or degree in the area of Human Resources, Business Administration, Psychology or related area.

A minimum of five (5) years of work-related experience in various functional areas of Human Resources.

A minimum of five (5) years of work-related experience managing payroll and employees' benefits.

Extensive experience using Microsoft Excel and Dayforce (HRIS).

Experience in the Public Service and/or in other Crown Corporations.

Language Requirement: Bilingual Imperative.

Security level: Reliability

You May Also Have

Certified Human Resources Professional / Leader (CHRP / CHRL) designation.

Key Activities

1. Administers payroll and benefit programs and services for SCC:

Administers SCC's payroll function, ensuring accurate reflection of the status of salary agreements/letters of appointment, legislated plans such as PSSA, benefit plan premiums, and sundry payroll deductions.

Processes performance pay and cost-of-living adjustments including retroactive payments; ensuring all payroll deadlines are met and appropriate deductions at source are taken and remitted.

Administers and applies the regulations, policies and procedures of SCC's pay and benefits services and provides counseling and advice to all levels of management and employees.

Ensures all legislative requirements are met in the administration of pension plan enrollments (PSSA) and identifies related issues or changes to plan guidelines.

Prepares and presents statistical and analytical support to SCC's payroll and finance functions, which includes performing salary and benefits calculations, inputting of pay and benefits data, maintaining on-line systems), and prepares related pay and benefits bi-weekly, monthly, quarterly, and annual reports.

Communicates directly with the bank with respect to pay and benefits including deductions at source.

Communicates with SCC staff to ensure they are fully aware of benefits, rights, and options and are kept fully aware of changes.

2. Provides HR advisory services and acts as a resource to the management and staff of SCC as it relates to payroll and benefits for employees:

Advises, clarifies, and coaches leaders and employees on the application and/or interpretation of the SCC's HR policies, programs, procedures, processes and/or practices.

Supports HR strategies and processes through research, surveys, statistical analysis, reports, participation, and implementation.

Identifies and recommends changes to current systems, adapting procedures to effect required changes and ensure high standards of service are maintained.

Provides statistical and analytical support for the development of policy, process, and initiatives to meet the organization's objectives related to payroll and benefits services, in line with the Council's strategies.

3. Participates in a wide range of HR initiatives and continuous improvement activities.

A Final Note

Note 1: Priority will be given to Canadian citizens and permanent residents.

Note 2: SCC is responsible for the Personnel Security Clearance process. Typically to be eligible for a "Reliability" clearance, you must have five years of verifiable background information and to be eligible for a "Secret" clearance, you must have 10 years of verifiable background information. The process usually involves reference inquiries, verification of qualifications, criminal records checks, and credit checks (as required) and may require fingerprints. For more information about obtaining a security clearance, please review the Standard on Security Screening.

How to Apply

Click " Apply Now"

Please attach a detailed cover letter to your resume. In addition to learning about your education, training and experience, we want to hear your story! We'd love to hear about how your accomplishments, and the skills you applied to achieve them, relate to the role and why you think this opportunity is a good fit for you.

We are committed to creating and fostering a diverse, equitable and inclusive work environment that reflects the peoples' lives that we impact and the Canadian community that we work within. We strive to create an environment where everyone is comfortable being their authentic selves. We welcome Indigenous peoples and persons from all races, ethnicities, gender identities and expressions, sexual orientations, and physical or mental abilities to be part of

our team.

We strive to ensure a barrier-free selection process. If you are contacted regarding a job opportunity, testing or interview, please advise the HR representative of the accommodation measures that you require to enable you to be assessed in a fair and equitable manner.

Please complete all fields in this online application and submit before the closing date of March 24, 2023.

Upon our review of all applications, those who appear to be the best fit with the mandate of this role and with SCC's mission and vision will be contacted. You will receive confirmation that your application has reached us.

Thank you for your interest in SCC and for taking the time to review this ad. We look forward to hearing from you!