



# 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: 2024/05/16

## Senior Human Resources Advisor

**Job ID** E3-5F-D3-45-9F-22

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=E3-5F-D3-45-9F-22>

**Company** Standards Council Of Canada

**Location** Ottawa, Ontario

**Date Posted** From: 2024-02-13 To: 2024-05-31

**Job** Type: Full-time Category: Human Resources

**Languages** Bilingual

### Description

#### 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 - 2022 winner 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.

SCC has implemented a hybrid working model. Our model balances remote work with coming together in person when it is purposeful. This position can work remotely most of the time, while requiring in-person work regularly. SCC's office is located at 55 Metcalfe Street in downtown Ottawa.

#### A Day in the Life of an HR Advisor

Reporting to the Manager, Talent Management & Human Resources Operations, the Senior Human Resources Advisor is responsible for administering processes related to job evaluation; compensation; leave management; official languages; and employee relations to ensure the efficient and effective operation and delivery of HR services to the Standards Council of Canada (SCC). The HR Advisor provides advice to the SCC community as it relates to HR policies and procedures and supports leaders throughout the ongoing process of job evaluation. The role provides input and expertise into the development and continuous improvement of all HR programs and services, including compensation and performance management; leave management; payroll and benefit programs; and employee relations for all Standards Council of Canada (SCC) employees. The Senior Advisor develops and recommends changes and enhancements to HR programs, procedures, guidelines, and metrics to support the alignment of SCC strategies and business objectives.

#### Your Background

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

A minimum of eight (8) years of work-related experience in various functional areas of Human Resources.

Knowledge of the policies and systems relating to leave, compensation, payroll, training and staffing, and benefit plan provider organizations as it relates to insurance and benefits.

Knowledge of relevant sections of human resources and financial legislation (such as the Public Service Superannuation Act, the Canada Labour Code, the Financial Administration Act, Employment Insurance Act, Income Tax Act, Employment Standards Act, Human Rights).

Knowledge of the principles of human resource management and payroll services.

Knowledge of organizational methods, analytical methods, techniques, and practices.

Knowledge of the methods, techniques and practices involved in collecting and compiling data.

Solid customer service, presentation, interpersonal, and written and spoken communication skills.

A high degree of initiative and ability to multi-task and make independent decisions with minimal supervision.

Ability to exchange information with management and staff throughout the division, to explain policies and procedures, to identify and investigate discrepancies and key issues, and to provide effective advice to management.

Ability to respond client organizations, to provide information, and to address human resource issues.

Ability to draft correspondence regarding a variety of issues and to prepare reports regarding human resources information.

Language Requirement: Proficiency in Canada's official languages (English / French) is mandatory.

You May Also Have

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

Key Activities

1. Provides expertise and input into the development and continuous improvement of all HR programs and services for SCC:

Acts as a subject matter expert, providing senior-level consultation coaching and guidance on all HR initiatives, employment legislation and escalated, complex issues.

Provides expert research, analysis, advice, and guidance in developing, monitoring and ensuring continuous improvement of SCC HR management strategies, policies, processes, systems and services.

Conducts research and monitors external environment, identifying best practices to support the continuous improvement of SCC's HR programs and services.

Develops, implements, and manages HR policies, processes and procedures to ensure efficiency and effectiveness of programs and services.

Contributes to the development, implementation, and evolution of the SCC People Strategy, providing advice and recommendations and working to embed a strategic and integrated approach to HR management across the organization.

Supports the development and implementation of HR strategies and initiatives across SCC.

2. Administers the processes related to job evaluation; compensation; leave management; official languages; and employee relations for SCC:

Implements best practices, ensures smooth workflow, and provides exceptional customer service.

Supports the administration of HR contracts, expenditures and reporting related to payroll and finance activities.

Monitors HR policies and procedures for legislative compliance, identifying issues of non-compliance or changes to legislation and makes recommendations to the supervisor.

Supports the provision of analysis, interpretation and advice on human resource policies, legislation, forecasting, and utilization.

Works with the supervisor to support the development and implementation phases of all new human resource initiatives.

Works with leaders on job description drafting and associated job evaluation action for all SCC positions.

Provides advice and guidance in identifying information requirements for management related to human resources administration including leave management, performance appraisals and other information related to employee development and the management of performance.

Administers the SCC job evaluation program, supporting leaders in the ongoing process of new job evaluations and existing re-evaluations, communicating results and administering system changes.

Provides HR advisory services and acts as a resource to the management and staff of SCC as it relates to job evaluation; compensation; leave management; official languages; and employee relations.

3. Leads 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.

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 people's 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 it before the closing date of March 29, 2024.

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!

### **How to Apply**

Click "Apply Now"