

March 2010

### Position Description

Title: Human Resources Advisor  
Role: Internal Services  
Salary Scale: Flexible – depending on the qualifications of the individual  
Reports to: Chief Financial and Administrative Officer

### **Summary Contribution**

Under the general direction of the Chief financial and Administrative Officer the HR Advisor responds to requests for guidance, information and administrative assistance from managers and employees relating to a wide variety of human resources programs and policies (salaries, benefits, training and development, official languages etc.). The incumbent is also responsible for leading and or coordinating various special projects often requiring research, compiling data, analysis and recommendations to senior management on programs and policies.

### **Specific Responsibilities**

- Staffing – coordinate the staffing process for all positions at FBCL, including both professional and support. As required assist subsidiaries with staffing activities. The incumbent is responsible for posting positions, develop selection processes including selection grids, develop and participate in interviews, coordinate the job offer process and verify references. The incumbent is also responsible for acknowledging external applications where required.
- Benefits – Responds to questions from employees, managers and HR staff at the subsidiaries concerning the application and interpretation of the benefits program. Verifies the monthly invoices and authorizes payment, modifies employees' coverage as necessary and informs employees of changes to benefits programs when required.
- Leaves & absences – tracks and reports on all categories of leaves.
- Coordinates special programs including Official Languages, Health & Wellness, Health & Safety and Executive medical assessments.

- Where necessary, initiates, plans and participates in special projects in all aspects of HR, including pay& benefits, classification, performance management, policy and program development and implementation. The nature of the incumbent's involvement will depend to some degree on the type of project.
- Liaises with external sources including directing the work of consultants, collaborating with central agencies (TBS, Official Languages, PSC) and representing FBCL on professional associations.

### Key Competencies

- A strong client service orientation
- A business focus
- A team player who can also work independently
- Excellent communications skills
- Fluent in English and French, both written and spoken