



## EMPLOYMENT OPPORTUNITY

# Human Resources & Safety Associate

Permanent Full-Time | External  
Human Resources & Safety  
Competition No.: 2024-2091



[www.rdn.bc.ca](http://www.rdn.bc.ca)



[rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca)

### SKILLS & ABILITIES

- General knowledge of human resources and safety policies, procedures and their applications, and the functions of human resources and safety.
- Knowledge of collective agreements and WorkSafeBC requirements is an asset.
- Exceptional customer service and time management skills.

### APPLICATION DETAILS

To apply for this position, send your cover letter and resume to [rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca), clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2024-2091 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:  
4:00 pm, on December 27, 2024.**

*A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.*

*We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.*

### ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Human Resources and Safety Associate.

Reporting to the Manager, Human Resources, the successful incumbent will be responsible for providing confidential administrative support for human resources and safety services. Working within a highly integrated and collaborative Human Resources and Safety team, this role serves as the initial point of contact for employees, managers, and job applicants, responsible for the accurate processing, tracking and coordination of services and business processes to support the department. The broad range of services this role supports includes but is not limited to recruitment and selection, onboarding and orientation, training and development, employee engagement, employee recognition, compensation, absence management, disability management, and safety compliance.

### QUALIFICATIONS

A diploma in Business Administration or Human Resources and a minimum of two years office experience is required. Experience in a HR related role is preferred. A combination of training, education and experience may be considered.

Excellent interpersonal, written and verbal communication skills are essential, as are demonstrated administrative and organizational skills. This is a fast-paced role, handling a high volume of confidential information that requires strong attention to detail and the ability to multi-task.

### POSITION DETAILS

This is a permanent full-time exempt position offering 35 hours per week with a salary range of \$80,733 to \$89,703. This position offers a competitive benefits package including employer matched contributions to the Municipal Pension Plan and the option to participate in the RDN's flex days program.

**POSITION TITLE:** Human Resources and Safety Associate

**REPORTS TO:** Chief Human Resources Officer

### POSITION SUMMARY

Reporting to the Manager, Human Resources, this position is responsible for providing confidential administrative support for human resources and safety services, including but not limited to customer service, recruitment and selection, onboarding and orientation, absence management, disability management, training and development, safety compliance, labour relations, employee engagement, employee recognition, and information and records management. This role serves as the initial point of contact for employees, managers, and job applicants, and is responsible for the accurate processing, tracking and coordination of requests for service and business processes to support the department.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Administrative

- Completes routine data entry into databases, managing the employee master roster and future dates tracking.
- Monitors and actions items identified in the HR and Safety annual calendar.
- Administers the human resources and health and safety central mailboxes.
- Updates and maintains the organizational charts.
- Provides administrative support for the performance management process.
- Provides support with the administration and maintenance of RDN job description and job evaluation program as required.
- Prepares pay increase and acting appointment letters; converts files for employee status changes as directed.
- Supports the CHRO in developing team meeting agendas, including collecting, tracking, and following up on assigned actions.
- Supports the CHRO and HR and Safety Team with the organization of regular and special meetings, and case conferences as needed.
- Supports the CHRO in managing and keeping track of time off requests and payroll approvals.
- Supports administration of special projects including research and scheduling of meetings.
- Supports the Engagement Coordinator with administering employee events as directed.

#### Recruitment

- Maintains the job posting process, including managing the applicant tracking system, webpages, job boards and social media sites.
- Maintains various databases related to the process of recruitment and selection, such as: interview questions database; coordinating applications and resumes for review as required; preparing interview packages; scheduling candidates and panel members and administering employment testing as appropriate; as well as maintaining appropriate job competition files.
- Prepares appointment letters and hire packages, etc.

#### Onboarding and Orientation

- Administers and tracks the new employee package, distributing internal checklists, and following up on associated actions as directed.
- Coordinates orientation events and mandatory new hire training.
- Creates new employee files and completes new hire data entry.
- Administers the employee ID card system, and other new employee actions as directed.

## **Training and Development**

- Provides administrative support for training and development initiatives, including event coordination.
- Registers, tracks, and confirms employees in corporate training courses and workshops and responds to related inquiries.
- Maintains the corporate training calendar.

## **Labour and Employee Relations**

- Provides administrative support to the Joint Consultation Committee by preparing and issuing agendas, taking, and preparing minutes, tracking, and following up on action items and distributing information as necessary.
- Assists with setting up confidential meetings and manages the filing of letters and other documentation.
- Assists with the administration of disciplinary and grievance-related documents, basic research of previous cases and master filing as appropriate.
- Assists with documentation including medical certificates, letters, and check ins in order to administer files linked to employee relations issues.
- Assists with distribution of applicable labour relations or union related correspondence.

## **Health and Safety**

- Provides administrative support to the Joint Occupational Health and Safety Committee(s) by preparing and issuing agendas, taking, and preparing minutes, tracking, and following up on action items and distributing information as necessary.
- Updates the health and safety tracking system.
- Provides administrative support for long term disability claims and related insurance provider requirements.
- Administrative support for disability case management and stay-at-work/return-to-work plans.
- Enters data for WorkSafeBC claims and other documentation requirements as directed.
- Maintains health and safety boards for the Administrative Building and distributes information for external boards.
- Provides administrative support for health and safety initiatives and communications.
- Updates and maintains health, safety, and wellness documents in SharePoint.
- Provides administrative support to the Wellness Committee and assists in coordinating initiatives as directed.
- Reviews, adheres to, and directs the adherence to safe work procedures in the workplace and generally promotes a safe work environment.

## **REQUIRED EDUCATION AND EXPERIENCE:**

- Certificate or diploma in Business Administration.
- A minimum of two-years office related experience, in a HR related role is preferred.
- A combination of training, education and experience may be considered.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong working knowledge of office practices, procedures, and systems including records and data management.
- Excellent written and verbal communication, and interpersonal skills.
- Exceptional customer service and time management skills.
- Strong organization skills and an ability to manage multiple calendars and priorities while coordinating with various internal and external stakeholders.
- Ability to respond to changing priorities and perform work requiring close attention to detail.
- General knowledge of human resources and safety policies, procedures and their applications, and the functions of human resources and safety.
- An ability to understand and see relationships to internal policies in conjunction with other relevant legislation.
- Ability to work independently and in a team environment and to complete work assignments with minimal supervision.
- Intermediate computer systems skills with MS Office, particularly Outlook, Word, and Excel.

## Job Description

---

- Working knowledge and the ability to learn new programs such as Org Charts, SharePoint, Vadim, and Adobe.
- Knowledge of collective agreements and WorkSafeBC requirements is an asset.
- Experience building and maintaining various human resources and safety related templates, including appointment letters, medical certificates, onboarding documentation and other employee communications would be an asset.