



Empowering lives, enriching communities, transforming futures.

Human Resources Generalist

The Human Resources Generalist provides advice and guidance to Managers and Regional Directors across B.C. in all areas of Human Resources and Labour Relations. This includes interpreting and applying collective agreements and related Letters of Understanding, as well as relevant legislation on topics such as discipline, performance management, medical/rehabilitation placements, human rights, privacy, staffing, classification, and organisational change management.

The role may also represent management in conflict resolution processes such as grievance meetings, assist in the early identification and resolution of issues, and foster a positive union-management environment for assigned areas of the organisation.

Duties and Responsibilities

- **Advising:** Provide guidance to TCS Management on the interpretation of collective agreements, HR policies, compensation, and benefit programs.
- **Interpreting laws:** Interpret labour legislation, jurisprudence, and ensure compliance with the BC Human Rights Code, BC Labour Relations Code, and BC Employment Standards Act.
- **Researching:** Conduct research into case law, jurisprudence, and industry practices.
- **Policy development:** Assist in the development of HR interpretations, policies, and procedures.
- **Employment guidance:** Provide direction on employment-related policies, procedures, and best practices.

Qualifications

Education and Experience:

- Post-secondary education in Human Resources, Labour Relations, Industrial Relations, Conflict Resolution, Social Sciences, or Business Administration (Bachelor's degree or diploma preferred).
- 3-5 years of experience in a unionised environment.
- An equivalent combination of education and experience may be considered.

Requirements:

- Ability to obtain and maintain clearance under the BC Criminal Record Review Program – Vulnerable Persons.
- Solid knowledge of employment, labour, and human rights legislation and jurisprudence in B.C.
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, file management, Internet).
- Ability to travel throughout B.C. with access to a reliable vehicle.



Empowering lives, enriching communities, transforming futures.

Skills:

- Advanced communication skills, with the ability to use diplomacy, influence, nuance, and assertiveness appropriately.
- Strong relationship management skills, with the ability to build collaborative partnerships with management, employees, unions, and stakeholders.
- Excellent interpersonal, listening, and conflict-resolution skills.
- High level of independence, initiative, and discretion in carrying out responsibilities.
- Advanced analytical skills, with the ability to evaluate options, apply sound judgment, and develop creative solutions.

What we offer:

- The opportunity to contribute by supporting persons with disabilities in your community.
- Competitive salary.
- Comprehensive extended health and dental benefits.
- Defined Benefit Pension Plan with employer contributions (BC Municipal Pension Plan).
- Employee and Family Assistance Program.
- Autonomy in your work.
- Hybrid work with location options in Lower Mainland, Kamloops, Kelowna, or Terrace.

Position Details

- **Category:** Excluded
- **Schedule:** Monday to Friday, 40 hours per week (8 hours per day)
- **Salary Range:** \$65,000 – \$75,000 per annum
Final salary will be based on skills and experience, at the sole discretion of TCS, and will be presented as part of a total compensation package.
- **Posting Status:** Open until filled

Equity, Diversity, and Inclusion

TCS is committed to the principles of equity, diversity, and inclusion, and to promoting hiring opportunities for systemically oppressed groups. This includes Indigenous Peoples, women, racialized persons, persons with disabilities, and those who identify as 2S/LGBTQIA+. All qualified candidates are encouraged to apply.