



Human Resources Generalist

TCS is seeking a temporary full-time Human Resources Generalist with experience in labour relations to join our Human Resources Team for two years. As a strategic and trusted partner with the TCS Northwest operations in Terrace, BC, you will provide human resource and labour relations consultation, coaching and advice on effective labour relations. You promote an effective employee/labour environment through proactive and collaborative discussions and problem-solving. You help client groups design and implement work processes to achieve the region's goals and outcomes.

Duties and Responsibilities

- Supports the regional managers by developing and implementing effective people management strategies, practices, standards, and initiatives in generalist areas such as labour relations, workforce planning, coaching, performance management, training and development, discipline, and recruitment and selection within the Northwest region.
- Works with other HR, and Payroll and Benefits team members, and proactively engages with all other HR functions in the collaborative and integrated delivery of programs and services.
- Provides strategic HR/LR advisory, coaching, and consultation services that address all aspects of effective people management practices. Builds strategic, collaborative partnerships with managers in the Northwest region and supports their development of people management skills.
- Provides information and explanations to support employees' understanding of HR programs and services.
- Counsels and coaches selection committees on staffing options, recruitment practices, and innovative attraction techniques and actively participates in selection processes.
- Promotes an effective employee/labour environment by facilitating productive, collaborative discussions between management, employees, unions, and other stakeholders. Takes action to mitigate/resolve grievances and manage complex issues to a successful conclusion. Supports the labour relations team throughout conflict resolution and other sensitive processes.
- Develop reports and presentations to keep the CHRO informed of employee program and advisory service achievements and alert to emerging issues.
- Carries out research on best practices, internal and external trends, and methods to support human resources in continuously improving employee programs, services, and initiatives.
- Participates in various teams, committees, and initiatives, providing advice and contributing expertise in people management practices.



Qualifications

- Formal post-secondary education in human resources, labour relations, industrial relations, conflict resolution, social sciences, or business administration, preferably at a bachelor's level or diploma.
- 2-5 years of Human Resources experience in a unionised environment.
- An equivalent combination of education and experience may be considered.
- Ability to obtain and maintain BC Criminal Record Review Program Clearance.
- Solid knowledge of workforce planning concepts, theories, practices and techniques, talent acquisition/recruitment, retention, diversity, performance management, labour relations and recognition.
- Solid knowledge of the relevant British Columbia employment, labour, and human rights legislation and jurisprudence.
- Advanced communication skills, using diplomacy, influence, nuance and assertiveness to achieve objectives depending on the situation.
- Advanced relationship management skills with the ability to build productive, collaborative partnerships between management, employees, unions, and other internal/external stakeholders.
- Advanced communication skills with excellent listening, interpersonal and conflict-resolution skills.
- Solid ability to work with considerable independence, initiative and discretion.
- Advanced analytical skills and ability to apply sound judgment in problem-solving, evaluating courses of action, and creative solutions while making decisions on employment and labour matters.
- Proficiency with standard office systems and applications. (Outlook, Word, Excel, Internet, file management).

What we offer:

- The opportunity to contribute by supporting persons with disabilities in your community.
- Competitive pay.
- Competitive, extended health and dental benefits.
- Defined benefit pension plan with employer contributions (BC Municipal Pension Plan).
- Employee and Family Assistance Program.

Position Category: Excluded

TCS is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring 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; however, Canadian citizens and permanent residents will be given priority.



Salary:

Range: \$60,000 to \$75,000 per annum

In determining final salary, TCS will consider the candidates skill set and experience. The final base salary offer will be at TCS's sole discretion and presented as part of a total compensation package.

Term: 2 years

Anticipated Start Date: February 1, 2025

Anticipated End Date: January 31, 2027

Open until filled