

HUMAN RESOURCE ADVISOR

Human Resources

UCN is building better futures for a stronger North. UCN provides learning opportunities to northern communities and its people offering more than 40 academic degree, diploma and certificate programs. We commit to offering a safe, welcoming and inclusive work environment where innovation and creativity is welcomed. We offer a generous Total Compensation Package with health benefits, great pension plan along with the opportunity for personal and professional growth.

DUTIES

UCN is seeking Human Resources Advisor to be based in The Pas or Thompson, Manitoba. The successful candidate will be a human resources generalist who will come with demonstrated related experience and initiative. UCN has two campuses (The Pas and Thompson), twelve regional centres, the majority of which are located in Indigenous communities, and a variety of other teaching sites throughout northern Manitoba. The Human Resources Advisor will be involved in the comprehensive delivery of human resource services including ensuring a representative workforce through recruitment and selection, assisting with a variety of human resource and employee and labour relations issues including accessibility and accommodation, policy renewal and development, respectful workplace, harassment/discrimination complaints, human resource management systems, workplace safety and health, conflict resolution, related workshop development and facilitation. This position will have flexibility and offers a hybrid schedule to work from home and in the office. This position is considered an excluded position for union requirements.

REQUIRED QUALIFICATIONS

- Relevant education and/or certification in Human Resources/Labour Relations, combination of education and extensive experience may be considered
- Demonstrated experience in Human Resources and Labour Relations in a unionized environment
- Comprehensive experience with recruitment and selection
- Knowledge of technical and legislative issues related to employment and labour relations
- Experience developing and/or facilitating training sessions/workshops
- Experience with HRIS
- Excellent interpersonal and negotiation skills with the ability to coach team members
- Well defined sense of diplomacy, including conflict resolution and people management skills
- Excellent communication skills and confidence dealing with all levels of an organization
- Creative problem-solving skills and sound professional judgement, especially regarding confidential/sensitive matters
- Ability to work independently and collaboratively as a member of the team to achieve departmental goals
- Ability to handle diverse and emotional situations, multiple projects and rapidly changing priorities
- Proven ability to take initiative and champion a project from conception through implementation and evaluation
- Possess a reputation for resourcefulness with a strong sense of accountability
- Extensive experience in Microsoft Office (Adobe, Excel, Word, Outlook)
- Commitment to life-long learning

ASSETS

- Experience and/or knowledge and understanding of Indigenous cultures
- Related Bachelor's Degree
- Experience managing complaint processes, including respectful workplace and harassment/discrimination complaints
- Experience with Diversity in the workplace including knowledge of Accessibility and Accommodation
- Experience in job evaluations/pay classifications
- Related experience in a post-secondary environment
- Human Resource professional designation, such a CPHR or equivalent

CONDITIONS OF EMPLOYMENT

- Candidates must be legally entitled to work in Canada

Applicants are asked to provide a cover letter and resume with their application. Applicants must demonstrate in their cover letter and their resume how they meet the qualifications. Applicants with education acquired outside of Canada are required to provide an Educational Credential Assessment with their application indicating Canadian credential equivalency, accepted Education Credential Assessment organizations include International Qualifications Assessment Service (IQAS) and World Education Services (WES.)

UCN is committed to building a workforce representative of the populations we serve. Preference will be given to qualified Indigenous candidates. Applicants are invited to indicate in their cover letter or resume if they are from any of the following groups: Indigenous peoples, persons with disabilities, visible minorities, or women and men in non-traditional roles. Only qualified candidates who are legally entitled to work in Canada will be given consideration. Persons with disabilities who require accommodation for any part of the application or hiring process should contact Human Resources.

Please indicate in your subject line the competition number for which you are applying

We thank all applicants for their interest, but only those selected for an interview will be contacted. Application materials, including references, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).

For more information and other employment opportunities, visit www.ucn.ca

UCN acknowledges that we are on the traditional territories and homelands of many Indigenous peoples, who have existed here since time immemorial. The First Nations in the area that UCN serves entered into treaty relationships with the Crown and the territory has also become home to other Indigenous peoples. We uphold the treaties and collaborate with all Indigenous peoples to share truth, reconciliation and learning.

COMPETITION NUMBER
23-017

CLOSING DATE
March 31, 2023; however, will remain open until filled

SALARY RANGE
To commensurate with qualifications and experience

POSITION CLASSIFICATION
To commensurate with qualifications and experience

POSITION LOCATION
The Pas, Manitoba preferred, other flexible work options within Manitoba may be considered

POSITION TYPE
Full-Time, Regular Position

APPLY TO
University College of the North,
Attention: Human Resources
P.O. Box 3000
Fax: (204) 623-4414
Email: epielak@ucn.ca (PDF preferred format)