

HR Business Partner (Permanent, Full Time)

ABOUT THE POSITION

If you are eager to be part of a dynamic environment with exciting initiatives, this is a great opportunity for you!

Join ITA and be part of a highly engaged organization that is named one of BC's Top Employers and certified Great Place to Work!



The HR Business Partner works with the leaders and staff to support ITA's vision, mission, values, goals and strategic planning process to ensure all human resources practices support organizational success.

The HR Business Partner is both a strategic and hands-on role providing full cycle Human Resources services to leaders and staff at ITA.

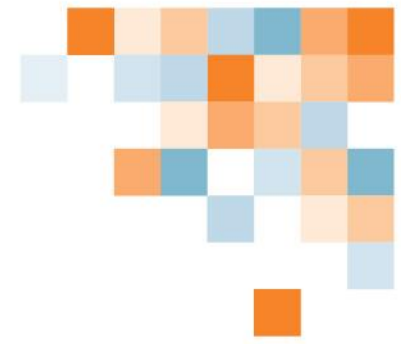
This position is responsible for effective strategic delivery and operations of human resources programs, policies and procedures, including HR Strategies, Recruitment, Employment Relations, Workforce Planning, Talent Management, Inclusion, Engagement and Health and Safety

Submit your cover letter and resume by email before the closing date listed on our careers page to HumanResources@itabc.ca.

RESPONSIBILITIES/ACCOUNTABILITIES

HR Strategy and Operations

- Ensures HR aligns with organizational and functional goals
- Supports the development and delivery of annual performance review process, including supporting managers and employees in effective goal-setting and evaluation
- Supports the development and implementation of programs for the continuing education and personal development of employees at all levels of the organization.
- Leads and/or supports HR projects
- Leads the onboarding process for new employees
- Coordinates the orientation training program, working closely with the new employee and manager to ensure successful completion



Employee Relations

- Fosters a positive organizational culture
- Builds relationships by demonstrating ITA values with employees at all levels
- Coaches and provides advice to leaders and staff regarding HR related inquiries, issues and concerns
- Promotes employee engagement
- Ensures HR related concerns raised are appropriately resolved
- Supports engagement activities including managing budgets and coordinating Company sponsored engagement events

Workforce Planning and Talent Management

- Leads full cycle recruitment, including developing job profiles, interview guides, and offer letters. Provides a quality recruitment framework and conducts selection and recruitment assignments at all levels within the organization
- Supports hiring managers in hiring decisions
- Builds ITA employment brand using social media, job boards, employee referral program and other avenues.
- Supports ITA digital strategy in effectively communicating relevant ITA HR information both internally and externally
- Works closely with the hiring manager to coordinate onboarding and orientation for all new hires, including new hire notifications, maintaining orientation documentation and new hire paperwork, and support the onboarding program for the organization
- Supports managers in developing a workforce plan to identify current and future staff needs
- Supports managers in coaching employees to further their professional and professional development
- Supports the termination process, including exit interviews and termination notifications

Health, Wellness and Safe Workplace

- Oversees the JOSH committee, ensures the committee, processes and Health & Safety Handbook meet all required legislation
- Ensures completion or fulfillment of safety-related action items resulting from employee requests or JOSH meetings
- Ensures all Health & Safety supplies and staff ergonomic requests are delivered efficiently and tracked within the Health & Safety budget
- Partners and coordinates with vendors or organizations to provide Health and Safety assistance or services for ITA
- Responds to inquiries regarding disability and leave process and coordinates with insurance providers regarding disability management

HR Reporting and Financial Management

- Prepares, creates and tracks HR documents and reports
- Supports HR budget development
- Assists with the procurement and finance process for HR vendors, consultants and related services



- Supports the Payroll & Benefits Administrator in delivering a comprehensive employee benefits and pension program
- Supports the organization with HR reporting, including reports for PSEC and annual department work plan
- Maintains HRIS and employee files with Payroll & Benefits organizational charts
- Other duties as assigned

EDUCATION/EXPERIENCE

- Minimum 5 years of education and/or experience in practicing Human Resources
- Working knowledge of BC Employment Standards, Human Rights Legislation, Worksafe Regulations
- Intermediate proficiency with MS Office programs: Word, Excel, PowerPoint, Visio, Teams, Sharepoint
- Ability to work with Dynamics 365 HRIS
- Strong planning and organizational skills
- Effective communication skills and ability to respond in a professional and diplomatic manner
- Ability to connect and create a positive work environment
- Strong competencies are required in the following areas:
 - Relationship Building
 - Tact, Diplomacy, Professionalism
 - Collaboration and Conflict Resolution
 - High degree of confidentiality and integrity
 - Problem Solving

WHO WE ARE

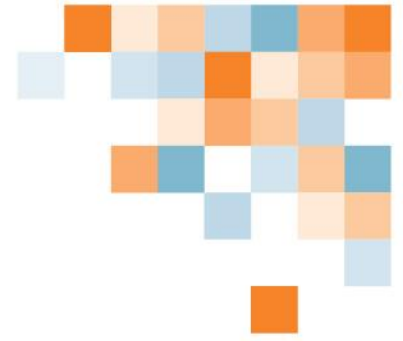
The **Industry Training Authority (ITA)** is a crown agency that is responsible for leading and coordinating the skilled trades training and credentialing system for the province. ITA provides strategic leadership, policy support and customer services to help apprentices, employers and industry. ITA sets program standards, maintains credential records and issues the highly regarded Interprovincial Red Seal and B.C. Certificate of Qualifications (C of Q) credentials.

COMPENSATION AND BENEFITS

Salary Band 5: \$74,550 – \$95,668

The ITA offers a highly competitive benefits package and perks which include:

- Healthy Living Program
- Extensive Extended Health and Dental Plans that are 100% employer paid
- Eligible for pension contributions
- Professional Development Plan



HOW TO APPLY

If this sounds like you, we look forward to hearing from you! Submit your cover letter and resume by email before the closing date listed on our careers page to HumanResources@itabc.ca. All applicants will receive an emailed response confirming receipt of their resume submission.

We kindly ask that applications be sent by email, and we ask for no phone calls and/or in-person applications. Due to a high number of applications the ITA receives, only applicants who are selected for an interview will be contacted.

ITA is committed to providing a healthy and safe environment for all its employees and recruitment candidates. Effective November 29, 2021, ITA will implement its Mandatory Vaccination Policy for staff to help prevent the spread of COVID-19. This requirement will be extended those visiting our offices. ITA will continue its obligation to review accommodation requests from staff who are unable to receive the vaccine. We sincerely thank all applicants for their interest to join ITA.