



Office of the
Auditor General
of British Columbia

Advisor, Human Resources

Classification: Band 2

Salary: \$74,300.00 - \$105,000.04

Job Type: Temporary Appointment until January 9, 2025, with possibility of becoming permanent.

Location: Victoria, B.C.

An eligibility list may be established for future vacancies.

Be part of a challenging and rewarding work community.

The Office of the Auditor General of B.C. (OAG) is an independent office of the legislature that contributes to excellence in effective and accountable government. We offer opportunities for career growth, excellent benefits, a comprehensive salary, and flexible working arrangements.

Our office promotes trust, cooperation, and teamwork in a diverse, inclusive, and respectful environment. We support each other, celebrate our successes, and encourage a healthy work-life balance for everyone. Our staff events are socially, physically, emotionally, and nutritionally focused – and fun!

Our downtown Victoria location supports collaboration and includes a gym, indoor bike storage, and decks with views of the beautiful Inner Harbour.

About the Role

The Human Resources team provides consulting services and customized programming to help the OAG deliver on its corporate strategic and operational priorities, and to ensure the office has the workforce required to deliver on its financial audit and performance audit coverage plans.

Reporting to the Manager, Human Resources, the Human Resources Advisor provides strategic advice and consultation on recruitment, disability management, organizational development, and implementation of office-wide HR programs, initiatives and services.

The office is organized into audit portfolio groups and support services functions. This position functions in a busy office, providing service and advice to senior leaders and employees in an organization of approximately 135 FTEs. The incumbent will work independently with the support of the HR Manager on a range of initiatives including hiring/retention and outreach, rewards and recognition, and disability management; as well as providing human resource services and advice to all levels of staff.

Accountabilities

Required:

- Leads hiring activities in support of the office's broader recruitment plan for all levels and positions within the OAG by providing advice, guidance, and hiring coordination to hiring managers.

- Leads oversight of operational people processes including Peoplesoft administration.
- Reviews and analyses recruitment data and uses those metrics to inform future recruitment.
- Provides advice and input to plans for the implementation of an Applicant Tracking system and reviews its capability to track relevant recruitment data.
- Develops evaluation tools and conducts on-going evaluation of recruitment initiatives to ensure results meet expectations and provide a good return on investment.
- Works closely with senior management on their short-term recruitment needs.
- Supports the job profile design, revision and classification process.
- Supports the short-term illness, injury and long-term disability process.
- Researches and analyzes workforce trends to highlight issues and recommend strategies to meet the business and operational needs of the organization.
- Prepares employment offer letters and salary analysis for review by the HR Manager.
- Assists the HR Manager with policy projects.
- Manages human and financial resources, agreements and contracts required to deliver human resource programs.

Job Requirements

Education and Experience:

- Undergraduate degree, or post-graduate diploma or certificate, in a related field (e.g., human resources, public/business administration).
- Minimum three years of **related experience** acting as an HR professional providing HR services for an organization supporting client groups. (**Related experience:** experience with disability management, recruitment and hiring experience with various classifications, preparing offer letters, salary recommendations, providing senior leaders with HR support and guidance.)

Preferences

- Preference may be given to candidates with:
 - HR accreditation (CPHR).
 - HR experience in the B.C. public service or an independent office.
 - Peoplesoft administrator experience or similar people management system.

Conditions:

- Successful completion of security screening requirements of the B.C. public service, which may include a criminal record check, and/or *Criminal Records Review Act* check, and/or enhanced screening checks as required.

Please see the attached job profile for a full description of the accountabilities and required qualifications.

To be considered for this role candidates must submit a cover letter and resume in one PDF document to hr@bcauditor.com. Failure to provide all the requested documents will result in your application being unsuccessful.

Applications will be accepted until Monday, September 25, 2023.

For more information, please contact hr@bcauditor.com