



qathet REGIONAL DISTRICT

HUMAN RESOURCES GENERALIST CONTRACTOR

The Regional District is seeking an experienced and versatile HR Generalist for a contract position. This role offers the flexibility of variable hours, making it an excellent opportunity for professionals seeking part-time, full-time, or project-based work, depending on the needs of the organization.

ROLE OVERVIEW:

Reporting to the General Manager of Corporate Administration, and the Chief Administrative Officer, the HR Generalist will provide a wide range of human resources support on a contract basis, working as needed to meet organizational demand. This work will range between Part-Time to Full-Time. This opportunity is ideal for someone who is adaptable and able to manage a variety of HR functions on a flexible schedule.

Key responsibilities and focus:

Recruitment, Onboarding, and Offboarding

You will manage the full-cycle recruitment process in partnership with hiring managers, offering sound recruiting advice while ensuring objective and inclusive hiring practices. Your responsibilities will include coordinating and participating in candidate screening, designing interview questions and assessments, and planning onboarding, orientation, and offboarding processes.

Employee Relations

This role involves working closely with managers and supervisors to address performance issues, facilitate conversations, and ensure the effective implementation of performance management plans. Additionally, you may design and deliver employee training programs or engage external professionals to provide training within the organization's professional development budget.

The role also includes facilitating the job classification process, working with the CUPE Local leadership team, maintaining an updated organizational chart, and performing other duties as required.

Employment Standards, Policies, Handbooks, and Documents

Staying current with legislation and regulations, such as Employment Standards, the Human Rights Code, and Freedom of Information laws, is essential. You will ensure organizational compliance by providing updates, advice, and materials to the Board of Directors, senior management team, and staff. This may include maintaining and creating policies, procedures, staff handbooks, and governing documents related to employment terms, leaves, and terminations. You will also assist employees by



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providing requested documents such as letters of employment. The HR Generalist is responsible for organizing, maintaining, and ensuring the confidentiality of HR records in compliance with legal and organizational standards, including developing efficient systems, auditing for accuracy, and managing retention schedules to support HR operations effectively.

If you are passionate about building strong HR programs, fostering an inclusive workplace, and supporting organizational excellence, we invite you to apply for this exciting opportunity.

EDUCATION, EXPERIENCE & TRAINING:

1. Relevant Bachelor's degree such as Human Resources, Law or Business Administration, or a related field, or an equivalent combination of education and experience..
2. HR Certification (e.g. CPHR, CCP) is preferred.
3. 3+ years HR experience (with experience in the education sector considered an asset).
4. Proficiency in software like MS Office, Google Suite, and HR Software.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of local government core services and administration best practices is considered an asset.
2. High degree of diligence, efficiency and attention to detail.
3. Proactive, self-starter with strong ability to deliver on priorities and deadlines by staying organized, managing time and work effectively under pressure.
4. Embodies being a life-long learner committed to continuous improvement personally, professionally and within the organization.
5. Positive “can do” attitude with high level of professionalism with the ability to work independently and collaboratively when needed.
6. Excellent interpersonal skills and a service first attitude, with ability to establish and maintain relationships across the organization dealing with a diversity of people in a calm, courteous, and effective manner.
7. Excellent oral and written communication skills.
8. High degree of confidentiality, tact, discretion, professionalism, and sound judgment.
9. Problem solver, identifying key information/ issues, for effective resolution.
10. Acknowledges, reflects upon and challenges one's own biases and assumptions. Recognizes and addresses personal and institutional assumptions and



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behaviours that create barriers to inclusion.

If you are looking for a flexible and varied HR opportunity, this contract opportunity offers the perfect balance for someone seeking part-time or project-based work.

SUBMISSION INSTRUCTIONS

Interested individuals are invited to submit a proposal outlining their relevant experience and how they would approach the responsibilities of this role. In your proposal, please include:

- A brief summary of your HR experience, including specific areas of expertise (e.g., recruitment, employee relations, policy development, etc.).
- A description of your availability and preferred working hours (e.g., part-time, project-based, flexible).
- Examples of past contract or freelance work in HR (if applicable).
- Your hourly rate or fee structure for contract work.
- Any additional relevant qualifications or certifications.

Please submit your proposal no later than February 14, 2025 to:

Michelle Jones, General Manager of Corporate Administration
qathet Regional District
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