



# Human Resources Consultant

## Saskatoon Public Library

<b>Posting Number:</b>	24-30 P
<b>Status:</b>	Permanent, Full-time
<b>Location:</b>	Frances Morrison Central Library
<b>Hours of Work:</b>	36.25 hours per week, hours varied as needed
<b>Salary Range:</b>	\$85,388.88 - \$100,334.40 annually
<b>Closing Date:</b>	Position will be posted until filled

### Position Overview

In consultation with the Director, Human Resources, this position provides strategic guidance, advice and information to SPL directors, managers, supervisors and employees, regarding human resource-related matters, in accordance with professional human resource practices, Saskatoon Public Library (SPL) policies, procedures and guidelines, related collective agreement, and Saskatchewan labour legislation and regulations.

### Key Duties

- Provide advice to and coach managers and directors to address employee and labour relations issues. Interpret and assist with the administration of the provisions of the collective agreement. Lead investigations and the resolution of disputes and grievances.
- Provide advice, coach and assist managers to effectively address employee issues such as performance management, attendance management and performance improvement plans.
- Ensures compliance with HR legislation and regulations such as the Collective Agreement, Saskatchewan Employment Act, Saskatchewan Human Rights Code and The Worker's Compensation Act.
- Provide support for managers and employees in matters as they relate to occupational and non-occupational disability management for ill or injured employees, facilitating early intervention, support while on leave, medical accommodations and return-to-work plans.
- Provide support for managers and employees in matters as they relate to Worker's Compensation Board claims filing and correspondence. Work with WCB case managers and employee health-care providers to support employees in return to work and accommodation plans.
- In consultation with the Director HR, works to develop and implement recruitment and retention strategies. Identify programs and strategies related to recruitment and retention of a diverse workforce.
- Recruitment/onboarding responsibilities including writing job descriptions, approving hiring requisitions, consulting with managers during the recruitment process, preparing interview guides, participating in interviews as required, and assisting managers with onboarding processes.

- Approve new hire, transfer, promotion, termination, leave of absence and other related employee transactions within the HRIS system.
- Provides a leadership role in building supportive and productive relationships between SPL and relevant stakeholders in Indigenous communities, organizations and agencies, as well as with various diversity groups. Promotes strategies and activities that support and enhance a diverse and inclusive workplace.
- Respond to a variety of general enquiries from employees, managers and external contacts on behalf of the Human Resources department.
- Support the needs of the community by providing Human Resources advice, frameworks and procedures in alignment with community needs and SPL's Strategic Plan.
- Assist, support, conduct research and prepare reports on behalf of the Director, Human Resources.
- Perform other related duties as assigned.

## Qualifications

- A university degree in Human Resources Management or equivalent undergraduate degree along with three years' relevant generalist experience, or a two-year Human Resources diploma along with five years' relevant generalist experience.
- A CPHR professional designation would be considered an asset.
- Experience working in a unionized environment considered an asset.
- Skills in the operation of relevant computer applications, databases and software, including HRIS.
- Extensive knowledge of principles, standards and concepts of the relevant functions including labour relations.
- Demonstrated ability to maintain a high level of discretion and confidentiality.
- Proven success working with others in a collaborative environment with a demonstrated commitment to effective communication and a shared responsibility for service excellence.
- Demonstrated ability in handling a complex and varied workload in a flexible manner.
- Ability to maintain accurate records and documentation.
- Ability to work independently with minimal supervision, adapt to changing priorities and to understand and carry out instructions both verbally and in writing.
- Demonstrated ability to establish and maintain effective working relationships with all staff, patrons and the public, demonstrating tact and diplomacy.
- Ability to learn new skills and motivated to be a self-directed learner.
- Ability to conduct oneself in a manner appropriate to a public library that provides services to diverse patrons and employees.

**Criminal Record Check:** Yes

**Vulnerable Sector Check:** No

**Educational / Credential Verification:** Yes