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📍 11211 142 STREET NW  
EDMONTON, AB T5M 4A1

☎ 780-452-9100

Edmonton Space & Science Foundation  
Employment Opportunity  
Advisor, Human Resources  
Temporary Full - Time  
(Maternity Leave coverage – up to 12 Months)

*TELUS World of Science – Edmonton's mission is to: Ignite curiosity. Inspire discovery. Celebrate science. Change lives. We are the destination to engage Albertans' hearts and minds in science.*

*The Edmonton Space & Science Foundation is a non-profit organization that operates TELUS World of Science – Edmonton.*

### **Position Summary:**

Under the direction of Vice President, Business Operations, the Human Resources Advisor will be responsible for all day to day activities in the Human Resources department, including; recruitment, selection & retention, orientation, training, recognition, maintaining personnel records, involvement in all aspects of labour relations, job evaluations, and benefits administration.

In addition to remaining current with the collective agreement and all applicable federal, provincial and municipal laws and regulations, this role requires the individual to adhere to enforce all established organizational policies and procedures. This position plays a key role in nurturing the positive culture of the organization.

### **Duties and Responsibilities:**

Under the direction of the Vice President, Business Operations, the Human Resources Advisor will;

- Develop and maintain constructive working relationships with both internal and external stakeholders, including executive, management, employees, volunteers, union representatives and community partners
- Provide guidance for employee and volunteer relations through effective communications, coaching, training, and development
- Provide advice and interpretation to employees regarding disability management including coordinating leave of absences, return to work, duty to accommodate, etc.
- Monitor assigned payroll activities and/or program components for the purpose of ensuring effective department functioning, coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements
- Provide resolutions to labour and employee relations issues by adhering to the organizational investigation policy and procedures
- Support the Vice President, Business Operations in conducting and documenting internal employee investigations and employee relations issues as required

LAT 53° 33' 40" N LON 113° 33' 50" W

- In conjunction with department managers, approve employee vacation requests and monitor vacation schedules to ensure appropriate coverage
- Contribute to continuous improvement and best practises that influence HR strategies, training, policies and procedures
- Work with department managers to determine departmental staffing requirements based on need, seasonal requirement and oversee the hiring of such staff
- Ensure that all managers comply with company policies, legislative requirements, collective agreement, and ethical standards
- Ensure that employees and volunteers adhere to all health and safety regulations
- Handle employee complaints and incidents, including conflict resolution, accidents, health and safety concerns, work refusals, and investigations
- Provide guidance, counsel, and interpretation to Management and employees regarding key workplace matters such as policies, difficult conversations, employee relations, and employee development
- Other duties as required

## **Qualifications**

### **Knowledge & Abilities**

- Must thrive in a fast paced environment and have the ability to manage multiple tasks, prioritize work and exercise initiative to ensure high quality of service.
- Ability to manage multiple priorities and initiatives with a sense of urgency
- Strong communication and analytical skills are essential, as is the ability to build relationships and engage both internal and external clients.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- Demonstrated thorough and thoughtful decision making skills.
- Ability to produce quality work with a high degree of accuracy and the ability to work independently and as part of a team.
- Build and maintain collaborative relationships with the union representatives and associations.
- Knowledge of all relevant trends, in-depth comprehension of employment law and human rights;
- A seasoned practitioner who is able to work with minimal supervision;
- Self-motivated, energetic team player, able to work well under pressure;



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### **Education/ Experience**

- Post-Secondary degree/diploma in Human Resources Management or related field. CPHR would be an asset;
- Minimum (3) three years of experience of solid, complex and relevant professional Labour Relations experience in a generalist role;
- Strong knowledge of collective agreements and working within an union environment
- Experience in preparing positions and materials for negotiations including analysis of collective agreement language, costing, research, drafting language and identifying precedents.
- Significant experience with Ceridian Dayforce HCM cloud based system is required.
- Fully conversant in the use of Microsoft Office Applications.

**Hours:** Monday thru Friday 8:30 am to 4:30 pm 75 hours bi-weekly.  
Flexible schedule required for training and staff events.

**Close:** December 24, 2018

**To Apply:** Qualified applicants should send resume including cover letter and wage expectations to [hr@twose.ca](mailto:hr@twose.ca)

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