



HR GENERALIST

Purpose of Position

The HR Generalist is responsible for all payroll and benefits administration, leading recruitment activity, and reporting on GVHA's people metrics, along with being a culture ambassador and other ad hoc duties or projects as required.

This position is a permanent, part-time position, working 22.5 hours/week.

Position Links

Reporting to the Chief Administrative Officer (CAO), the HR Generalist develops and maintains relationships with all internal staff.

Specific Accountabilities

Payroll and Benefit Administration:

- Process regular biweekly payroll for all salaried and hourly employees, recording exception time and details accurately while ensuring compliance with employment standards legislation, both federal and provincial.
- Process payroll for board members
- Coordinate required payroll-related financial remittances and reporting with finance team
- Complete appropriate reporting each pay period, monthly, annually and ad hoc as requested, including full year-end payroll processing and preparing T4 slips
- Administer benefit program including: conducting benefit orientations, processing enrolments/changes/terminations, assisting employees with any benefit claim issues or concerns
- Maintain health and wellness programs including the Employee Assistance Plan (EAP)
- Review all benefit and health and wellness programs annually

Recruitment/Selection/Orientation:

- Develop and maintain job descriptions for all positions updating annually or as needed
- Recruit, interview and select new employees in partnership with leaders, with a focus on ensuring a positive candidate experience
- Review employment agreement template annually to ensure continued compliance with employment legislation and common law
- Develop and maintain employee onboarding program including providing information about: GVHA, HR policies, job accountabilities, working conditions, and compensation and benefits

HR Administration:

- Maintain employee personnel files and data integrity (e.g. update employee records and contact information as required)
- Complete offboarding activities upon team member separations
- Manage Time Off system (e.g. Track and record all employee time off)
- Update the Human Resources sections of GVHA's internal website (e.g. forms, policies, job descriptions) on a regular basis
- Maintain WorkSafeBC reporting

Human Resource Policies & Employee Guide Administration:

- Review and maintain all Corporate HR policies (raising issues with CAO as required) while ensuring alignment with Board HR policies and compliance with appropriate legislation (e.g. Canada Labour Code, OHS, WorkSafe BC)
- Review and update the employee guide on an annual basis, incorporating any changes to HR and organizational policies and procedures as needed
- Educate and advise employees and supervisors on new or existing Corporate HR policies

Employee Relations:

- Act as a resource to all staff in addressing any payroll, benefit, or HR policy questions or concerns
- Support supervisors and employees by handling questions, interpreting and administering agreements or policies, and promoting the organizations values for a positive work culture
- Stay apprised of developments or changes to the Canada Labour Code and communicates updates accordingly
- Create and deliver presentations to staff, as required
- Conduct semi-annual 1:1 meetings with each staff to check in on their wellbeing, review any questions or concerns, etc

Board Human Resource Committee (HRC):

- Prepare reports and provide information for HRC as required, with support from the CAO
- Update and maintain the annual HR Compliance report
- Update quarterly metrics assigned to HRC

Financial Responsibility

- Corporate Credit card spending up to \$3,000

Tools/Equipment

- Operates standard office equipment
- Operates computer for word processing, database, spreadsheets, electronic mail, calendar, internet, etc.
- Operates HR and financial software

Working Conditions

- Office environment, Monday to Friday, with some flexibility on when part time hours are incurred
- Occasional evenings and/or weekends due to operational requirements
- Occasional travel to attend meetings, training and/or conferences

Experience and Education

- Post-secondary education in Business Administration or equivalent experience
- Minimum 3 years of payroll and human resources experience including: employment legislation, compensation and benefit administration, recruitment and selection, and employee relations
- Experience using HR information systems, payroll programs or accounting software

Required Knowledge, Skills, and Abilities

- General knowledge of federal and BC employment laws and practices
- Working knowledge of financial accounting and payroll
- Proficient with computers and various software applications such as Microsoft Office (Excel, Word, Outlook and PowerPoint)
- Strong Excel skills
- Excellent verbal and written communication skills
- Outstanding interpersonal relationship building skills
- Excellent organizational management and attention to detail skills
- Demonstrated ability to serve as a knowledgeable resource to the executive management team
- Ability to skillfully gather and analyze information
- Ability to provide concise and accurate information verbally and in writing, including reports and correspondence
- Ability to plan, organize, and effectively manage a considerable workload with multiple priorities and demands and produce results within restrictive timelines
- Ability to reprioritize work when interrupted taking into account the impact on organizational effectiveness and own performance
- Ability to identify and resolve problems in a timely manner
- Ability to exhibit a high level of confidentiality
- Ability to exercise tact, good judgment, discretion, and flexibility in providing service to customers/clients
- Ability to understand appropriate controls and procedures in order to uphold accurate recording of financial and operational information and to meet internal control compliance requirements
- Ability to establish and maintain effective relationships with a variety of individuals to meet GVHA objectives