



ST. FRANCIS XAVIER UNIVERSITY

Human Resources Advisor

StFX is a top ranking Canadian university and we are seeking a Human Resources Advisor to be a part of the University's Human Resources department. This is a permanent and will start as soon as possible. Under the supervision of the Director, Human Resources, the Human Resources Advisor will play a key role in the development, implementation and coordination of the University's Human Resources staffing, programs and services.

The position is a full time position at 37.5 hours/week. The position is in Salary Band F with a range of \$73,574-89,895.

Responsibilities:

- Provide expert advice on staffing and lead the process for recruitment, selection, onboarding and orientation.
- Review and develop onboarding and orientation documents and presentations.
- Assist in the review and development of standardized employment contracts and HR best practices surrounding recruitment and employee on-boarding.
- Provide advice and services in support of collective agreements, as well as non-unionized staff. This includes interpretation, application and implementation of the collective agreements, HR Policies and procedures, as well as managing activities relating to the implementation of the collective agreements.
- Acts as a resource to the Administration's collective bargaining team and process.
- Provides clear and sound information and advice to employees for all relevant HR processes.
- Responsible for project management of special projects and initiatives under the general direction of the Director, Human Resources.

Qualifications:

- University Degree in Business, Human Resources or comparable program
- A proven track record with 7-10 years experience in Human Resources management
- Knowledge of applicable current legislation at federal and provincial levels
- Proven research, analytical and decision making skills and abilities
- CHRP and SHRP designations would be considered assets
- Proficient with Microsoft Office suite (Word, Excel, and Power Point)
- Excellent communication and presentation skills

A review of applications will begin on September 23rd, 2021 and will continue until the position is filled. To express your interest in this role, please direct your application in confidence to:

Human Resources
St. Francis Xavier University
Email: careers@stfx.ca

Only those selected for an interview will be contacted. Preference will be given to Canadian citizens and permanent residents. StFX respects diversity and welcomes applications from visible minority group members, women, Indigenous persons, persons with disabilities, members of sexual minority groups