

Position Identification			
<b>Position Title</b>	People and Culture Advisor		
<b>Position Replaces</b>	People and Culture Advisor II		
<b>Position Level</b>	Employee	<b>Position Code</b>	1221
<b>Pay Band</b>	Exempt Band 4	<b>Revision Date</b>	Sep-24
<b>Supervisor Title</b>	Manager, People and Culture Operations	<b>Sup. Position Code</b>	1535
<b>Additional Requirement</b>	CRC	N/A	
<b>Exclusion Rationale</b>	N/A	<b>On-Site Requirement</b>	2 days/ week
<b>Division</b>	People & Culture		

Organizational Description
<p>BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.</p> <p><b>Our Mission:</b> Delivering transportation services you can rely on</p>

Department Summary
<p>People are the heart and soul of BC Transit, P&amp;C Exists to champion humanity, equity, and passion, one interaction at a time. What we do matters.</p> <p>The PCA team cultivate effective change through transparency, impactful interactions, and support for the well-being of employees. Listen with intention, provide strategic advice, challenge the status quo and empower diversity.</p>

Job Overview
<p>Reporting to the Manager, People and Culture Operations, the People and Culture Advisor is a trusted business partner and collaborative advisor for diverse client groups on all things people and culture related. The incumbent will join a team of talented HR professionals who provide strategic, practical and valued HR advice through partnership with the People and Culture Division and BC Transit leaders, ensuring alignment with corporate culture and business initiatives.</p>

<b>Key Accountabilities and Expectations</b>	
<b>Key Accountability</b>	<b>Expectation</b>
<b>Employee and Labour Relations</b>	<ul style="list-style-type: none"> <li>• Provides expertise and coaching in the application of best practices to complex people-related issues in all facets of Human Resources such as labour relations, progressive discipline, recruitment, compensation, job evaluation/descriptions, performance management, employee engagement, recognition, training and development, succession planning, and abilities/attendance management</li> <li>• Leads and participates in workplace investigations with support from the Manager, People and Culture Operations and Manager, Labour Relations</li> <li>• Consults with union and management representatives on all matters relating to employees (e.g. working conditions, disciplinary issues, problem resolution), and advises People Leaders of problems in these areas</li> <li>• Provides interpretation and advice to People Leaders and other organizational partners on Collective Agreements and organization policy</li> </ul>
<b>Strategic Support</b>	<ul style="list-style-type: none"> <li>• Builds influential partnerships with People Leaders and provides strategic People and Culture advice and coaching to develop and implement People and Culture strategies to improve service, achieve goals, and resolve issues</li> <li>• Partners with leadership to understand their business priorities, developing strategic and tactical strategies to contribute to the long-term success and growth of the business with a focus on a People First culture</li> <li>• Partners with other People and Culture functions and internal resources to execute organizational initiatives and client specific programs. Implements People and Culture programs effectively; aligning programs and outcomes with organization and People and Culture strategy</li> <li>• Collaborates with Talent Advisors to provide comprehensive recruitment support to People Leaders, aligned with best practices and Collective Agreement provisions</li> <li>• Provides a strategic approach to proactively identify and address issues that impact morale, effectiveness, turnover, absenteeism and productivity; implement early intervention strategies</li> </ul>
<b>Organizational Development</b>	<ul style="list-style-type: none"> <li>• Partners with Organizational Development teams in planning, implementing, rolling-out, and operationalizing programs, projects and initiatives including succession planning</li> </ul>

<b>People Leadership</b>	<ul style="list-style-type: none"> <li>• May supervise a team of People and Culture Coordinators</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• May represent People and Culture on various BC Transit committees</li> <li>• Performs all new employee orientation</li> <li>• Identifies and implements opportunities for continuous improvement and workflow efficiency</li> <li>• Performs related duties in keeping with the purpose and accountabilities of the job</li> </ul>

<b>Summary of Qualifications and Job Specific Competencies</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Post secondary certificate, diploma or university degree in Human Resources, or a related field</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Five (5) years of progressive experience in Human Resource</li> <li>• Proven experience providing advice and support to People Leaders on strategic matters in a complex environment and coaching in the interpretation and application of collective agreements or policies.</li> <li>• Experience managing complex investigations and labour relations issues.</li> <li>• Experience or an interest in collective bargaining is an asset.</li> <li>• An equivalent combination of education and experience may be considered</li> </ul>
<b>Key job-specific competencies</b>	<ul style="list-style-type: none"> <li>• Effective oral and written communication skills</li> <li>• Proven ability to work in a team and collaborate with others to foster supportive working relationships</li> <li>• Solution focused an experienced working in an environment that demands strong deliverables along with the ability to identify problems and drive appropriate solutions.</li> <li>• Preference may be given for related experience in a large, complex, multi-union organization.</li> </ul>