

## **JOB DESCRIPTION**

**Position Title :** Human Resources Coordinator **Position #A301-24**  
**Dept/Branch :** Human Resources Department  
**Reports to: :** Director of Human Resources  
**Position Supervises:** N/A

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### **I. POSITION SUMMARY**

Under the general direction of the Director of Human Resources. The Human Resources Coordinator works in a confidential capacity and is an exempt position responsible for support to the Human Resources Department. The Human Resources Assistant provides administrative support and coordination for various human resources department programs and initiatives, including performance management, employee engagement, employee relations, training and professional development.

The incumbent exercises independent judgement and follows established Okanagan Regional Library policies, procedures, and practices and maintains the integrity and confidentiality of information communication within the organization.

### **II. ACCOUNTABILITIES**

#### **HR Support:**

- Provides full range of confidential administrative support for the Human Resources Department, including preparing and distributing correspondence, reports and forms; Coordinating meetings and taking minutes.
- Serves as first point of contact for employees, providing guidance and direction on HR department policies and procedures including monitoring the HR Department email
- Provides support in changes of HR policies, procedures and the distribution of communications.
- Assists in the maintenance of HR program metrics, KPIs and departmental research
- Assist in the onboarding off boarding of employees including maintaining HRIS data, required documentation, checklists and exit interviews.
- Coordination of all sick leaves and requests for leave of absences ensuring effective communication with all stakeholders.
- Compiles and analyses department reports for quarterly, annual, and special projects.
- Update and maintain Human Resources data on ORL Intranet
- Actively participates in HR projects contributing to the success of departmental initiatives

#### **HR Compliance:**

- Maintains compliance with federal and provincial employment laws and ORL policies.
- Keeps accurate and up-to-date employee records ensuring strict adherence to confidentiality.
- Creates and ensures accurate entry of employee data into HRIS.

#### **Employee Engagement:**

- Assists in planning employee engagement initiatives such as recognition and awards programs, wellness activities, as well as employee surveys and events.

**Performance Management:**

- Coordination of the performance review cycles ensuring timelines and processes are effectively communicated and followed
- Responsible for tracking, filing, recording completion, expiration and reporting of reviews

**Training and Professional Development:**

- Provides support in the coordination and documentation of the ORL training and professional development programs.
- Schedules and tracks training delivery including coordination of special functions and events.
- Liaise with training instructors; register and confirm employee training in workshops.
- Tracking, filing, recording completion, expirations, certification of all training.

**III. WORKING CONDITIONS**

Works in an office environment with extensive time sitting at a desk using computers and with frequent interruptions. Extensive interaction with internal stakeholders. Occasionally travels to branches and meeting sites.

**IV. JOB SPECIFICATIONS**

**Education**

University degree in Human Resources, Business Administration, or a related field or a combination of experience and education.

**Related Experience**

Minimum of two (2) years in a Human Resources environment (or equivalent combination of training and experience) including at least one (1) year experience working in a unionized environment.

**Other Requirements**

- Knowledge of HR principles, Employment Standards, and best practices.
- Proficiency in HR software and MS Office (Word, Excel, Outlook).
- Aptitude for detailed work with strong organizational abilities.
- Discreet and professional in handling confidential information.
- A collaborative, team-focused mindset.
- Understanding of unionized workplaces and adhering to collective agreements.
- Well established time management skills
- Excellent communication and interpersonal skills; ability to communicate with courtesy, tact and interest with staff and all sectors of the public.
- Valid B.C. Driver's Licence.