



## Health Career Directory

### Human Resources Advisor

#### Overview

Human resources advisors help with the effective use of human resources to achieve organizational goals and objectives.

They give advice to all levels of their organizations about personnel management, develop employee recruitment and retention programs, help in the selection of job applicants, facilitate employee professional development, and develop and administer other human resource programs.

In general, human resources advisors:

- work with managers and staff to develop human resource strategies and programs that address the organization's needs and strategic plans
- develop and implement recruitment and retention programs that identify potential labour markets, attract potential employees, and keep current employees
- develop and implement a series of planning initiatives to facilitate knowledge transfer before employees retire
- work with occupational health and safety personnel to develop and implement employee wellness and workplace safety programs
- work with managers to: prepare and evaluate position descriptions, interview applicants, and conduct reference checks
- provide advice regarding compensation practices and exceptions available to attract talent, and make salary recommendations
- provide advice regarding employee relations issues
- arrange for and, in some cases, deliver training programs for employees
- oversee compliance with employment legislation
- administer employment policies and programs (for example, performance management and employee recognition programs)
- evaluate collective agreements and employee benefit plans (for example, group life insurance, sickness and accident benefits, health insurance, holidays and retirement pension plans)
- supervise staff who administer benefit and reward programs
- help with labour relations
- help prepare, research and negotiate collective agreements
- use and oversee the management of human resource information systems.

In larger organizations, human resources professionals may specialize in:

- **Recruitment and selection** - advertising unfilled positions, screening applications, ensuring that all applicants are evaluated on the basis of their qualifications and those recruitment standards are fair. Choosing or helping to choose the best qualified applicants, conducting reference checks, and preparing employment contracts.
- **Labour relations** - negotiating and interpreting collective agreements.
- **Classification** - establishing positions that fit organizational requirements, evaluating and assigning positions, and doing reviews to make sure they are consistent with others in the industry.
- **Compensation** - gathering and interpreting compensation related data, recommending changes to compensation programs, and developing and implementing incentive programs.
- **Training and development** - identifying and providing (or arranging for) ways to improve employee capability and flexibility.
- **Performance management** - defining performance standards consistent with the organization's mission, culture, environment, strategy and structure.
- **Employee benefits administration** - co-ordinating employee benefit plans related to life, medical, dental or disability insurance.
- **Human resource planning** - predicting the organization's human resource needs and helping management develop human resource policies and procedures.

### **Who is suited to become a Human Resource Advisors?**

Human resource advisors are most effective when they have the following skills and characteristics:

- strong social, communication and conflict management skills
- a wish to work with people in a health care environment
- excellent problem solving and decision-making skills
- an ability to create an environment of cooperation, and build solid relationships,, with colleagues and internal and external stakeholders
- thoughtfulness, mediation skills, and a high commitment to maintaining privacy.

### **Who employs human resources advisors?**

Human resources advisors at may work on-site at health facilities or in corporate offices. Human resource advisors work with operational managers, other human resources professionals, union representatives. They may also work with other corporate departments such as Finance and Communications.

Human resources advisors typically work full-time hours, Monday to Friday. They can apply for positions that are either permanent or temporary depending on business needs. Some travel may be required.

### **Salary**

Salary range - \$49-573 - \$66,410

### **Required Training and Education to Become a Human Resources Advisor**

To work as a human resources advisor, applicants need to have completed a recognized post-secondary degree in human resources, business administration or a related area. At least two

years previous experience in a human resources role is preferred. Applicants with equivalent education and experience may also be considered for this role.

## **Resources**

### **Education Programs**

British Columbia Institute of Technology  
<http://www.bcit.ca/admission/>

Simon Fraser University  
<http://students.sfu.ca/admission.html>

Vancouver Island University  
<http://www.viu.ca/business/>

Okanagan College  
[http://www.okanagan.bc.ca/departments/business2/Business\\_Programs/Bachelor\\_of\\_Business\\_Administration/Bachelor\\_of\\_Business\\_Administration\\_-\\_Human\\_Resources\\_Management\\_Specialty.html](http://www.okanagan.bc.ca/departments/business2/Business_Programs/Bachelor_of_Business_Administration/Bachelor_of_Business_Administration_-_Human_Resources_Management_Specialty.html)

Royal Roads University  
<http://www.royalroads.ca/prospective-students/master-business-administration-human-resources-management/human-resources>

Trinity Western University  
<https://www.twu.ca/academics/business/program/hr.htm>

Thompson Rivers University  
<http://www.tru.ca/distance/programs/business-management/bachelor-commerce-human-resources-management.html>

University of Northern British Columbia  
<http://www.unbc.ca/calendar/undergraduate/commerce>

University of British Columbia  
<https://you.ubc.ca/ubc/program.do?from=degree&programID=104>

University of the Fraser Valley  
<http://www.ufv.ca/ar/admissions.htm>

### **Financial assistance and bursaries**

For information about Canada student loans and grants, please visit:  
[http://www.hrsdc.gc.ca/eng/learning/canada\\_student\\_loan/index.shtml](http://www.hrsdc.gc.ca/eng/learning/canada_student_loan/index.shtml)

### **Association**

BC Human Resources Management Association  
<http://www.bchrma.org/>

