

Mount Allison acknowledges, honours, and respects that the land named Sackville, NB is part of the unceded territory of the Mi'kmaq People who are the historic inhabitants, custodians, and dwellers on the land where our University is built and confirms its commitment to strengthening relationships with all Indigenous people.

Position title: Senior Consultant - People and Culture

Department: [People and Culture](#)

Type: Full-time continuing position

Opportunity type: Non-academic

Classification: Admin Grade 7

Salary range: \$62,780 to \$83,703

Supervisor's title: Director of People and Culture

Posted date: May 9, 2023

Closing date: May 23, 2023

Position description

Reporting to the Director of People and Culture, the Senior Consultant, People and Culture provides expertise and hands-on support to the organization in a broad range of HR functional areas. With a primary emphasis on culture, labour & employee relations, and recruitment & staffing, they will provide advice, guidance and support to management to help ensure that sound and sustainable decisions are made. They will also be involved with training and development activities, employee policies & programs, and disability management. The Senior Consultant, People and Culture provides general consulting services to all levels of employees on a variety of HR related issues. They will build the strong relationships necessary to succeed and will identify and implement new and creative approaches to enhance services or improve efficiencies.

Position Responsibilities

General Consulting:

- Coach and provide general consultation on a variety of issues to senior leaders, department heads, managers and employees as required.
- Respond to urgent matters as they arise.
- Seek advice as necessary, which may include consultant engagement.

Culture:

- Lead and participate in initiatives to support culture-related University goals. This includes developing content for and conducting education sessions for search and other academic committees, serving on Equity, Diversity, Inclusion, and Accessibility (EDIA)-

related committees or working groups, and partnering with key internal contacts to advance a respectful and inclusive culture at Mount Allison.

- Conduct education sessions on the Policy on Workplace Harassment and administer the policy and procedures. Participate in Policy reviews and updates.
- In liaison with People and Culture Consultant conduct new hire orientation sessions with new employees. Complete occasional check-in's with new employees during their probation.
- Involved with employee recognition and reward programs.

Labour and Employee Relations:

- Interpret and administer, as required, multiple collective agreements.
- Proactively support efforts to resolve concerns prior to grievance stage. Research, gather information, and participate to support grievance, mediation and arbitration proceedings. Involved with labour-management committees and other related committees as required.
- Involved with collective bargaining, including the Interest Based Negotiation approach. Complete related research and information gathering.
- Proactively seek opportunities to build relationships and trust with senior executives, department heads, managers, unions, employees and external contacts.

Recruitment and Staffing:

- Support workforce planning and organizational development initiatives as required.
- In liaison with People and Culture Consultant manage recruitment and staffing activities. Create and implement strategies to identify, attract and select qualified candidates. Provide consultation services to hiring managers and search committees before, during and after the recruitment process.
- Develop diverse, innovative, cost-effective recruitment channels.
- Participate in selection processes as required. Recommend and approve appropriate staffing-related advertising. Make salary recommendations during hiring process and issue comprehensive offers of employment.
- Administer work permit applications as needed. Respond to IRCC audits as applicable.
- Meet with Faculty candidates, new and departing employees as required.
- Administer sessional layoff process.
- Recommend and implement improvements to recruitment and staffing processes with particular focus on increasing efficiency and quality of outcomes.

Training and Development / Performance Management:

- In liaison with People and Culture Consultant manage employee training and development initiatives offered on campus. This includes identifying needs, gathering feedback through various means, sourcing providers and facilitators and negotiating arrangements, as well as all related organization and budget management.
- Develop training content and facilitate workshops on select HR topics as required or appropriate.
- Promote training and development opportunities to leaders and employees.

- Lead implementation of performance assessment initiatives. Support leaders in building and maintaining high performing teams.

General:

- In partnership with the People and Culture Consultant (Compensation) develop/ approve/ monitor accommodation and return to work programs.
- Support position description development and job evaluation processes.
- Liaise with People and Culture Administrator on annual salary increases.
- Interpret and stay current with HR, management and workplace trends, as well as with legal issues, legislation, and HR-related information and issues.
- Identify, bring forward, implement and manage process improvements, efficiency improvements, and new ideas.
- Support development and implementation of various departmental policies, programs and initiatives.
- Perform other duties as required.

Qualifications/skills

- Bachelor's degree, preferably with major in HR or Business Administration
- CPHR certification
- Certificate in Equity, Diversity and Inclusion
- 5 to 7 years progressive, broad HR experience, preferably in a unionized environment
- Knowledge and experience in applying HR policies and procedures, collective agreements and relevant legislation.
- Knowledge and experience with collective bargaining, both traditional and interest-based.
- Experience using HR information systems and proficiency in MS Office Suite
- Demonstrated ability to build solid, productive working relationships both internally and externally
- Strong problem-solving and innovation skills in the provision of advice and guidance to managers
- Excellent communication skills, both written and verbal, and excellent presentation skills
- Experience working collaboratively in an integrated team
- Ability to identify change opportunities and develop and implement effective alternatives, particularly relating to administrative procedures and processes
- Solid project management skills and ability to plan and work proactively
- Effective analytical and decision-making skills
- Flexibility, and ability to work under pressure and with tight deadlines
- Ability to manage difficult and sensitive situations as required; a high respect for confidentiality

If you are interested in the challenges and opportunities that this position has to offer, please forward your application to: People and Culture Department, Mount Allison University, 65 York St., Sackville, NB E4L 1E4 Fax: (506) 364-2385, e-mail: hr@mta.ca Review of applications will begin on May 23, 2023

Only candidates who are legally entitled to work in Canada will be considered for this position. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Visit our website at www.mta.ca/employment for other employment opportunities at Mount Allison University or to register to receive e-mail notification of new opportunities.

Mount Allison is committed to diversity and inclusiveness. We encourage applications from members of racialized communities, Indigenous persons, persons with disabilities, and persons of all sexual and gender identities. We seek candidates with qualifications and knowledge to contribute specifically to the further diversification of our campus community.