

Human Resource Associate

Human Resource Services

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

This competition may be used to establish a 6 month eligibility list of qualified candidates for future vacancies.

A preference hiring practice will be applied. Applicants who self-identify as members of the following equity-deserving group(s): Women, Indigenous Peoples, Persons with disabilities, Racialized Persons, Persons of the 2SLGBTQIA+ community will be given first consideration. Please self-identify in your application. First consideration will also be given to internal applicants.

DUTIES

Human Resource Services at Red River College Polytech is expanding and has a number of exciting initiatives underway. We are looking for Human Resource Associate(s) to join our team. This role works with and assists the Human Resource Consultants with the delivery of human resource services across the College, as well as, supporting projects and ongoing initiatives. More specifically this role will involve supporting management with the recruitment and selection processes, supporting labour relations, compensation, supportive employment initiatives, interpreting the collective agreement, project support, process improvements, and research & analysis.

REQUIRED QUALIFICATIONS

- Post-secondary education in Human Resources, an equivalent combination of education and experience may be considered
- Experience in any of the areas of recruitment and selection, employee/labour relations, classification, contract/collective agreement interpretation, or supportive employment
- Experience conducting research and analysis
- Exceptional organizational and time management skills with the ability to deal with shifting priorities and simultaneous demands
- Strong customer service skills with the ability to work collaboratively with a team
- Effective decision making and problem solving skills with the ability to resolve conflict through influence and negotiation
- Effective written and verbal communication skills
- Knowledge of legislation, policies and procedures related to human resources and labour relations issues
- Experience working in a Human Resource Information System
- Must have proficiency with various applications within Microsoft Office Suite
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Experience supporting investigation processes
- Experience delivering human resource services in a unionized environment
- Knowledge of job evaluation systems
- CPHR Designation

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Incumbent must provide a current and satisfactory Criminal Records Check

RRC Polytech campuses are located on the lands of Anishinaabe, Ininiwak, Anishinew, Dakota, and Dené, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

COMPETITION NUMBER

2024-071

CLOSING DATE

April 2, 2024

SALARY

\$56,212 - \$73,080 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

2 Regular and 1 Term Full-Time Positions Available

Possibility of an Extension

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr