



BROKEN COAST CANNABIS LTD.

Job Description - Human Resources Generalist

Reports to: General Manager

Last update: November 22, 2017

Summary

The Human Resources (HR) Generalist provides coaching and direction to front-line managers and leadership to ensure HR practices align with policies, organizational culture, and business strategies. This position executes on the full scope of day-to-day HR operations, and provides overarching people management support at all levels of the company.

Primary Responsibilities below represent the immediate requirements and priorities of the HR Generalist position during the first 6-12 months in the role, while Secondary Responsibilities represent future project and program development opportunities.

Primary Responsibilities

HR Policy & Regulatory

- Establishes HR policies and procedures for maintenance of culture and compliance with regulations (ESA, WCA).
- Reviews and updates the BCC policy manual.
- Monitors for regulatory changes and brings policy change recommendations to senior management.

Recruitment, Selection & Onboarding

- Drafts job descriptions for new positions; maintains updates of job requirements and job descriptions for all positions.
- Develops and implements creative and innovative recruitment solutions to attract quality team members.
- Ensures an outstanding candidate experience at all stages of recruitment by driving a transparent, consistent, and responsive process.
- Screens resumes, evaluates and recommends applicants for interviews.
- Coordinates and participates in interviews.
- Works collaboratively with managers to prepare and negotiate job offers.
- Coordinates and maintains the onboarding processes for new employees.
- Plans and conducts new staff orientation, including HR Policy review.
- Coordinates ACMPR Security Clearances.



Performance Management

- Supports managers in the design, implementation and maintenance of the performance review process.
- Monitors and identifies performance management trends in the organization.
- Coaches managers to resolve performance management issues.

Employee Relations

- Serves as a link between managers, leadership and employees; handles questions, provides coaching to supervisors, and provides expert support to resolve work-related problems.
- Navigates sensitive situations, including resolving disputes, terminating employees, and following disciplinary procedures, using tact, discretion, and confidentiality.
- Conducts exit interviews with departing employees.

Benefits & Information Administration

- Manages the efficient flow of Human Resources documents and all employee-related information.
- Ensures sensitive and confidential information is stored and accessed appropriately in accordance with relevant privacy legislation.
- Administers the employee benefits program.
- Processes employee enrollments, changes, questions and renewals.

Occupational Health, Safety & Wellness

- Coordinates processing of WorkSafe BC claims in cooperation with management and the JHSC.
- Fosters a healthy work environment by promoting workplace health and wellness initiatives.

Secondary Responsibilities

Compensation

- Gathers all necessary data to benchmark salary and benefits.
- Coordinates the salary review process.
- Analyzes and modifies compensation and benefits policies to establish competitive programs in collaboration with leadership.

Training & Development

- Researches and proposes targeted training opportunities.
- Maintains accurate employee training records to ensure compliance.

Employee Engagement

- Coordinates internal company events.
- Drives employee recognition and retention initiatives, ensures key milestones and achievements are recognized.



Organizational Development

- Participates in workforce and succession planning discussions and initiatives.
- Provides input and guidance on HR planning activities.

Key Qualifications

- 3-5 years' experience in a Human Resources Generalist role.
- Degree or diploma in Human Resources Management or a related discipline.
- Possess or working towards a CPHR designation.
- Knowledge of Employment Standards, WorkSafeBC and other relevant legislation.
- Knowledge of human resource management principles, policies and practices and ability to apply this knowledge to develop creative, effective solutions.
- Outstanding computer skills, including Google suite, MS Word, and Excel.
- Familiarity with Payclock Online or other electronic timekeeping software an asset
- Able to obtain federal security clearance under the ACMPR.

Personal Attributes

- Excellent judgment and ability to exercise a high level of discretion with confidential information.
- Ability to work under pressure and deliver on deadlines.
- Excellent interpersonal, leadership and communication skills.
- Willingness to work as an engaged member of a rapidly evolving business.