



HUMAN RESOURCE SERVICES

JOB PROFILE

HUMAN RESOURCE SERVICES

HUMAN RESOURCE CONSULTANT

November 2023

The Legislative Assembly Office (LAO) supports the Speaker and Members of the Legislative Assembly, providing nonpartisan procedural, administrative and educational services.

Human Resource Services (HRS) provides customized programs and services, expert advice and responsive compensation and benefits to 87 Members of the Legislative Assembly (MLAs), their constituency offices, caucus offices, the Office of the Speaker, the management and staff of the Legislative Assembly Office (LAO) as well as former MLAs. HRS is committed to developing and delivering multidisciplinary human resource strategies and leadership that balance the LAO's people and processes with operational objectives to best support the Legislative Assembly.

This position operates at a fully functioning, professional level in providing both strategic and operational human resource and organizational-effectiveness expertise to client groups within the LAO. The Human Resource Consultant works as part of the HRS team of human resource and compensation and benefits professionals and reports to the Manager of Human Resource Services.

The Human Resource Consultant will provide a broad range of consulting services and advice in the following functional areas:

- Recruitment
- Workforce planning
- Employee relations and performance management
- Classification and compensation
- Health, safety and wellness
- Learning and employee development

Human Resource Services operates in accordance with LAO policies, procedures and protocols, the *Legislative Assembly Act*, Standing Orders, direction from the Speaker, the Members' Services Committee and the Clerk in addition to federal and provincial legislation, public service policies and HR best practices.

Responsibilities and Activities

1. Deliver professional, practical and high-quality consultation, expertise and advice on human resource management issues to all levels and client groups within the LAO.

Recruitment:

- lead the strategic analysis of workforce needs and develop targeted plans to attract qualified and professional staff
- consult with managers to guide the job-design process, including making recommendations on responsibilities, scope, knowledge, skills and abilities required to support the development of jobs that are meaningful and work to achieve organizational objectives

- support managers throughout the recruitment process, including developing job profiles, recruitment strategies and interview plans and leading managers through the interview and selection process
- negotiate offers to successful candidates that are fair, equitable and adhere to organizational policies, practices, procedures and directives

Workforce planning:

- support managers in identifying current and future workforce needs and lead the development of short- and long-term workforce strategies that address these
- advise on work-unit, branch and organizational restructuring and design, ensuring alignment with LAO vision and values
- provide coaching on the performance management process to managers and employees to maximize individual and organizational success
- support and guide employees and managers in planning development objectives individually and for business units
- recommend and manage change initiatives to support the growth and development of the LAO

Employee relations and performance management:

- work with supervisor, managers and MLAs to identify and address employee relations issues and make recommendations for resolution or appropriate action
- advise supervisors, managers and MLAs in developing performance improvement plans that objectively address performance related concerns
- assist employees, management and MLAs with the interpretation and application of human resource policies, practices, procedures and directives

Classification and compensation:

- evaluate positions to ensure that classification is fair and equitable and that employees are compensated appropriately for their work responsibilities
- develop compensation recommendations that promote equity and alignment with overall public service pay directives
- analyze job design, reporting relationships and benchmarks, create job profiles and complete classification evaluations

Health, safety and wellness:

- provide guidance and interpretation to MLAs, managers and employees on the LAO's health, safety and wellness program and its components
- ensure the health, safety and wellness program components are responsive and continually evolving
- identify and rectify health and safety concerns or problems quickly, liaising with building partners or external contacts where necessary
- provide advice and guidance to managers regarding WCB, illness leave and disability management issues
- proactively manage disability management cases and ensure that LAO practices are consistent and responsive to organizational and individual circumstances
- participate, as required, in the joint Occupational Health and Safety Committee

Learning and employee development:

- ensure that leadership, learning and employee development initiatives enhance competencies at all levels within the LAO through the identification of development goals, options and resources
 - design, coordinate or deliver development opportunities that meet the needs of LAO employees on policy, technical and people skills
 - analyze available information and make recommendations for organizational and group focused learning and development opportunities
2. Coordinate projects that support the LAO strategic business plan, LAO culture commitments and the human resources plan in a comprehensive and timely manner.
- Activities:
- review and analyze existing processes and proposed programs, making recommendations that focus on continuous organizational improvement
 - develop and implement communication strategies and materials in relation to human resource, strategic or operational initiatives
 - identify and research best practices and current and emerging workforce trends to incorporate into LAO human resource practices and services
 - identify measures and performance indicators to evaluate and ascertain organizational patterns and trends to continuously inform the development and improvement of human resource programs and services
 - participate in the development of policies and practices related to human resource management
 - modelling a collaborative approach with managers and staff, ensure that human resource projects are managed and implemented in a professional, comprehensive and timely manner
3. Ensure that HRS continues to deliver high-quality and comprehensive human resource services to the Legislative Assembly.
- Activities:
- project a positive image of HRS, develop and maintain good working relationships with employees and managers from LAO branches and working units, MLAs, caucus and constituency offices as well as understanding their operations to offer human resource solutions
 - develop briefings, summaries and project proposals in conjunction with the HRS team
 - maintain clear and consistent communication with the HRS team regarding issues, project status updates and planning for priorities
 - assist in the administration of constituency and caucus contracts
 - coordinate the collection and analysis of human resource related statistics and information
 - assist with the file and records management system for HRS, identifying pending issues and timelines
 - participate in various human resource communities, including professional human resource associations, as a representative of HRS
4. Ensure an efficient transition of constituency and caucus staff as well as MLAs through general elections, by-elections and cabinet shuffles.
- Activities:
- liaise with employees, Chiefs of Staff and MLAs to anticipate and assist with issues relating to pre- and postelection preparations

- help to review and assess current LAO employment policies and procedures for contract staff, making recommendations for enhancements
 - support the review and update of employment and fee-for-service contracts, in collaboration with Parliamentary Counsel, prior to each new Legislature
 - develop and deliver information sessions, career-planning initiatives and transition workshops
 - coordinate outplacement services for constituency and caucus staff to allow for a smooth transition following an election
 - provide individualized assistance and consultation regarding employment portfolios for MLAs and staff, making recommendations for enhancement
 - facilitate outgoing and incoming MLAs and employees, coordinating and administering a high volume of commencements, transfers and terminations in a tight time frame
 - support the development and implementation of a strategy and supporting materials to effectively and efficiently orient incoming MLAs
5. Support the overall operations of the LAO in order to meet the goals and objectives of the LAO in the provision of support to the Legislature.
- Activities:
- contribute as an active team member to branch operations and LAO initiatives, which may include the Clerk, Speaker, legislative committees, ceremonial and special events and conference functions
 - participate in planning, implementing and monitoring of services required to ensure a smooth transition from Legislature to Legislature, which includes assisting new members and staff during pre- and postelection activities
 - demonstrate commitment to workplace health and safety by following safe work practices, reporting work-related accidents and hazards immediately
 - participate in the classification, maintenance, retention and disposition of records within the guidelines of the LAO's file classification and retention schedule
 - demonstrate support for a positive workplace culture and the valued behaviors pursuant to the respectful workplace policy

Scope

- position supports both operational and strategic aspects of human resources, consulting with managers and staff and leading human resource initiatives
- position provides support and guidance to branches and work units to achieve their business goals
- familiarity with LAO operational needs and issues is required to appropriately provide human resource services and to consult on issues of a unique nature
- services are provided to a variable work force of partisan and nonpartisan staff, including MLAs, constituency, caucus, management and opted-out and excluded staff
- nature of the position demands considerable judgement dealing with sensitive and confidential issues
- operates as a nonpartisan entity in a dynamic political environment
- operates with considerable independence in creating, reviewing and processing materials and projects
- position prioritizes own workload to meet deadlines with consideration to HRS priorities

Knowledge, Skills and Abilities

- experienced human resource practitioner who has a thorough understanding of human resource functions and can function independently and with a team, think strategically and approach situations with creativity
- proven experience (two to three years) providing human resource functions (recruitment, workforce planning, employee relations and performance management, classification and compensation, health, safety and wellness, learning, recognition and employee development)
- related postsecondary degree in human resources, business administration, or related field
- CPHR designation is preferred
- experience in providing consultation at all organizational levels with strong client-service orientation and the ability to influence others
- ability to project a professional and nonpartisan attitude in interactions with internal and external clients and the sound use of judgement supported by tact and diplomacy
- excellent interpersonal skills with demonstrated ability to build relations, influence or lead others in formal leadership positions, listen effectively and present to individuals and groups
- flexibility to balance client and organizational needs in a fast-paced and dynamic environment
- ability to navigate through sensitive and confidential information
- strong written communication skills with proven research and analysis experience
- solutions and action orientation with strong organizational and project coordination skills
- aptitude and desire to maintain and apply knowledge of best practices and trends in the field of human resources
- strong computer skills that include word processing, spreadsheets, Internet search skills and HCM systems
- complete knowledge of human resources related legislation, policies and practices
- applied knowledge with collective agreements, Employment Standards, Alberta Public Service directives and other applicable legislation
- in-depth knowledge of the goals and objectives of the LAO and its policies and procedures as well as HRS programs and services
- awareness of the *Legislative Assembly Act*, Members' Services orders and Standing Orders

Position Classification

Human Relations 2 (512HR)