



(PE) Human Resources

Some relevant fields of study: HR management, labour / industrial relations, psychology, business / public administration, organizational development, education science, social science, sociology.

Our HR officers work in partnership with managers and executives. Their key roles and duties include:

- Providing advice / support on staffing, resourcing and work conditions
- Organizational design and job evaluation
- Advising and assisting management to create and maintain a workplace that is challenging and free from conflict, harassment and discrimination
- Interpretation of collective agreements and facilitation of labour-management consultations
- HR planning
- Career services
- Implementing employment equity policies, and coordinating with equity groups in the Department
- Implementing Parts IV, V and VI of the Official Languages Act
- Developing resourcing policy and strategies
- Designing orientation and career development programs
- Managing performance
- Overseeing organizational development and workplace well-being initiatives

Salaries range from **\$47,150** to **\$102,617** (PE-01 to PE-06)
Effective October 1, 2010

