

NORTH WEST COLLEGE POSITION PROFILE	
POSITION:	Full-Time, Permanent, Out-of-Scope, Human Resources Specialist
Start Date:	ASAP
LOCATION:	Meadow Lake, Saskatchewan
COMPETITION NUMBER:	74-OOSML-2526
EMAIL:	nwrccareers@northwestcollege.ca
WAGE RANGE:	\$87,165 – 101,705 Annually
APPLICATION DEADLINE:	October 24, 2025, at noon

POSITION SUMMARY

Reporting to the Vice-President, Finance & Administration, the Human Resources Specialist provides administration and technical support in such areas as recruiting, legislative compliance, employee relations, union relations, health & safety, human resources planning, performance management, professional development, compensation and benefits. The Human Resources Specialist contributes to the implementation of services, policies, and programs and assists College management with human resources issues.

RESPONSIBILITIES

- Stays current with Collective Agreement and interpretations, advise and support supervisors on interpretation and consistent application of Collective Agreement; administers Collective Agreement; supports general staff understanding of Collective Agreement;
- Stays current with all labour related relevant legislation, ensures consistent application of all labour related legislation;
- Assists in policy and procedure review and development, administer human resource policies and procedures, provides support to management on College human resource related policy and process for consistent application;
- Advise Managers and Employees on compensation and benefit programs;
- Administer and track the benefit programs;
- Collaboratively develops and implements strategies to increase NWC's employer profile;
- Implement recruitment activities;
- Works closely with supervisors and management to identify key recruitment variables and make recommendations that assist with attracting appropriate candidates;
- Maintains an updated database of qualified and potential candidates;

- Provides recruitment reports in collaboration with the Human Resources Manager, to the Vice-President, Finance & Administration and management on open positions;
- Ensures recruitment processes are monitored and periodically reviewed to maximize the timeliness and effectiveness of hires;
- In collaboration with the Human Resources Manager, administers recruiting related functions including but not limited to: advertising and soliciting resumes from qualified candidates; coordinating and attending relevant career fairs; screening resumes and applications for suitability; conducting initial screening interviews, making hiring recommendations based upon the eligibility criteria provided, scheduling interviews, preparing for interviews and participating in interviews when required.
- Administers process to effectively manage organization changes in staffing;
- Prepare contracts, letters of offer and hiring packages;
- Administers recruiting related functions (from posting to orientating);
- Assist and support strategy development and implementation to promote employment equity and a representative workforce;
- Assist and support when required on investigations, dispute resolutions and grievances;
- Administers leaves and ensures appropriate paperwork and communications;
- Assists and supports job description development, review and maintenance as per policy;
- Monitors and ensures timely administration of probation performance assessment process;
- Assist and support strategy implementation to promote lifelong learning and staff professional and career development;
- Support implementation of the employee performance and appraisal programs;
- Lead the Occupational Health and Safety committee of the college;
- Research employee health and safety practices and recommend changes or modifications to policies;
- Develop and implement maintenance of the attendance tracking system (time sheeting);
- Assists with organizing and administers staff orientation and departure processes and ensures they are effectively managed;
- Conducts research, analysis and studies related to specialized human resource functional areas and develops proposals or recommends solutions.
- Assists in further developing a positive culture.
- Administers all health and dental benefits.
- Acts as first point of contact for human resource related queries;
- Administers confidential union and employee communications;
- Assists with planning and organizing all-staff professional development activities
- Assist in developing and achieving the goals set out in the Strategic Plan;
- Provide input and adhere to budget;
- Other responsibilities as assigned;

QUALIFICATIONS

- A diploma or degree in business with a major concentration in human resources.
- A minimum of two years' experience in human resources. Specifically, experience advising on collective agreement interpretation from the employer's perspective.

- Certified Professional Human Resources designation or significant progress towards a designation considered an asset.
- Or an equivalent combination of experience and/or education from which knowledge, skills and abilities identified below have been achieved.
- Knowledge of principles, practices and standards of human resources administration.
- Knowledge of applicable employment legislation, i.e. Saskatchewan Employment Act, Saskatchewan Human Rights Code and the Saskatchewan Occupational Health and Safety Act.
- Ability to exercise confidentiality, diplomacy and maintain effective internal and external working relationships;
- Current knowledge of effective recruitment strategies and demonstrated expertise in staffing techniques as well as an understanding of the trends within the labour market.
- Knowledge of computer software applications, including Human Resources Management Information systems.
- Ability to perform comprehensive research, data analysis and prepare related reports.
- Excellent oral and written communication skills.
- Skill in problem analysis and resolution.
- Ability to work as part of a team, including the college's leadership team.
- Ability to demonstrate good judgement.
- Ability to identify and provide guidance in resolving complex or sensitive problems.

ADDITIONAL REQUIREMENTS

- A valid Saskatchewan driver's license is a requirement of the position due to the regional responsibilities. Travel may require overnight stays.
- A satisfactory criminal record check is a condition of employment with North West College.

SUBMIT APPLICATIONS TO:
Human Resources
North West College
10702 Diefenbaker Drive
North Battleford SK S9A 4A8
Fax: 306.445.2254

Please Quote Competition #74-OOSML-2526

NWC thanks all those who applied however only those selected for an interview will be contacted.

Email: nwrccareers@northwestcollege.ca