



## PERMANENT EMPLOYMENT OPPORTUNITY

### Human Resources Generalist

*Halifax, Nova Scotia*

### About the Workers' Compensation Board of Nova Scotia

The Workers' Compensation Board of Nova Scotia (WCB) is the province's provider of workplace injury insurance. We inform and inspire Nova Scotians in the prevention of workplace injury. But if it occurs, we support those whose lives it touches by championing a timely return to safe and healthy work. We also provide caring, compassionate support in the wake of workplace tragedy. Our employees describe the culture as Collaborative, Evolving, Service-Minded and Team-Focused.



### About the Role

Reporting to the Manager, Human Resources, the Human Resources Generalist contributes to a wide range of human resources programs and processes as Talent Acquisition, Talent Management, Employee and Labour Relations, HR Analytics and Reporting, and Policy Management.

Work in this role includes delivering and/or coordinating the implementation of various HR programs and activities including but not limited to staffing, recruitment, the enterprise competency framework, application of the Collective Agreement, and activity/program reporting. The Human Resources Generalist provides front-line, transactional HR support to Human Resources Business Partners, responds to general enquiries, triages, and escalates issues as required.

If you are a natural problem-solver, with excellent communication skills and enjoys working in a fast paced work environment, this job could be for you.



### As an ideal candidate:

- You will possess an undergraduate degree in Business, Human Resources, or a related discipline or an undergraduate degree accompanied by a diploma specializing in Human Resources Management from a recognized institution (university or community college program).
- A minimum of one (1) year working experience in a Human Resources role delivering, coordinating and supporting full cycle recruitment and delivery of various Human Resources programs.
- Experience in a unionized environment and The Chartered Professional in Human Resources (CPHR) designation is an asset.

We offer a competitive compensation package including a salary range of **\$59,718 - \$74,639**.



### Application Details

Please email your resume and cover letter as **one** document **with your name and the job title in the document title** (Microsoft Word format) to [hrdept@wcb.ns.ca](mailto:hrdept@wcb.ns.ca) by **4 pm on June 2, 2023**. In the **subject line of your email**, please quote competition number: **JV 39-23 EXT** Human Resources Generalist.

**We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews (virtual or in-person). Please note: WCB is required to check all employment references before presenting an offer to the successful candidate.**

WCB embraces a culture of belonging in the workplace. No matter who you are, where you're from, how you think, what you believe in, or who you love, we welcome your application. We all come from different backgrounds and different walks of life, bringing in unique perspectives and experiences. We encourage applications from 2SLGBTQ+, Black, Indigenous and People of Colour (BIPOC), women, newcomers to Canada, and people with disabilities. WCB Nova Scotia is an equal opportunity employer committed to supporting and developing our employees. Visit our website at [www.wcb.ns.ca](http://www.wcb.ns.ca).

WCB Nova Scotia champions safety and promotes a diverse and respectful workplace. We are a scent and allergen reduced environment.