

Position Description – People & Culture Advisor (Corporate)

Position Description

Position title	People & Culture Advisor
Location	Remote - Canada
Reports to	People & Culture Manager
Direct reports	N/A
Travel requirements	Minimal

Position purpose

The People & Culture Advisor plays an integral role in the People & Culture Team and in supporting the organization's human resources needs. Reporting to the People & Culture Manager and working closely with other members of the team, the People & Culture Advisor provides advice, assistance, and follow-up on company policies, procedures, and programs. Key areas of responsibility include employee relations, performance management, HR systems/data and reporting, recruitment, onboarding and employee health and wellness. The People & Culture Advisor works as part of a team to provide a high standard of service to all current and prospective WCG team members.

Success measures

Customer/ Stakeholder Satisfaction	<ul style="list-style-type: none"> Strong employee engagement scores
Financial Performance	<ul style="list-style-type: none"> Adheres to appropriate approval procedures for all expenditures
People & Team Satisfaction	<ul style="list-style-type: none"> Positive feedback from People & Culture team in engagement survey
Operational Performance	<ul style="list-style-type: none"> Ensures WCG is compliant with relevant legislation (employment standards, health and safety, human rights, etc.) Adheres to People & Culture service standards

Key Responsibilities:

Data/Systems & Reporting	<ul style="list-style-type: none"> Functions as Human Resource Information System (HRIS) expert; proposes changes and updates to processes regarding system as necessary Routinely creates and exports reports from the HRIS, measuring key HR metrics (e.g., headcount, turnover, and average years of service) Administers HR-related sections of company intranet (including posting, filing) Completes regular HR metrics reports as required
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Compensation & Performance	<ul style="list-style-type: none"> • Tracks and processes salary increases • Supports People & Culture Manager with benefits renewals and annual open enrolment • Administers WCG’s flexible benefits program and advises employees on their coverage and how to use the plan • Supports probationary and annual performance review processes • Performs routine audits for performance reviews, salaries, and benefits information
Health and Wellness	<ul style="list-style-type: none"> • Supports Occupational Health and Safety Committee initiatives • Promotes safe, supportive work environments • Ensures the Occupational Health and Safety Handbook is compliant with current regulations and that all employees are aware of any changes • Assists People & Culture leadership in investigating incidents and developing recommendations for future prevention • Promotes overall health and wellness; ensures EAP awareness • Educates employees and managers in all related areas • Advises on employee accommodations
Compliance	<ul style="list-style-type: none"> • Keeps informed of legislative requirements affecting human resources functions • Ensures policies, procedures, and reporting comply with legislation, federal programs, and company accreditations • Develops presentations to Senior Management and other stakeholders regarding human resources policies and practices, as required
Training	<ul style="list-style-type: none"> • Informs employees about professional development program • In conjunction with People & Culture leadership, develops management training; modifies or customizes, as needed • Assists with creating and leads annual and ad-hoc employee training
Employee Engagement/ Relations	<ul style="list-style-type: none"> • Assists People & Culture leadership with employee relations issues • Assists the People & Culture leadership with termination process • Monitors and works to ensure that a high level of staff morale is maintained • Manages administration of employee leaves of absence
Recruitment/ Onboarding	<ul style="list-style-type: none"> • Supports Talent Acquisition Specialist with reporting and recruiting activities • Facilitates employee onboarding including explaining benefits, policies, procedures, etc.
General	<ul style="list-style-type: none"> • Ensures that communication to all WCG team members is strong, clear, open, and consistent • Responds to queries and requests via the HR inbox and phone line • Supports the People & Culture Coordinators – acts as a backup for all functions
<i>Other duties as required, including going beyond the job description whenever necessary</i>	

Required Competencies:

- Action oriented
- Approachability
- Compassion
- Composure
- Ethics and values focused
- Integrity and trust
- Personal credibility

Capabilities and experience

- 3-5 years’ progressive experience in a Human Resource role
- Sound knowledge of relevant Human Resources related legislation
- Excellent communication, interpersonal and diplomacy skills
- Demonstrated ability to manage multiple, competing tasks and priorities
- Thorough understanding of confidentiality and professional codes of conduct
- Excellent problem-solving abilities
- Proficient with Microsoft Office Suite, with intermediate to advanced knowledge of Microsoft Excel in particular
- Experience with an HRIS, with knowledge of UKG Pro considered an asset
- Ability to travel/ work in different locations
- Human Resources Diploma or Degree; or an equivalent combination of education and relevant experience

Preferred Criteria:

- Has, or working towards, Chartered Professional in Human Resources (CPHR) or Certified Human Resources Professional (CHRP) designation
- Bilingual (English/French) an asset



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WCG is strengthened by diversity. We are committed to achieving a workplace that is equitable and representative of Canada’s diverse population. We actively work to attract, develop, and retain employees from diverse and equity-deserving backgrounds who have exceptional ability and the desire to make a difference. We continuously strive to support individual needs and differences in a work environment that is built on inclusivity and respect for everyone.

WCG is committed to providing an accessible, barrier free recruitment and selection process. If contacted for an employment opportunity, please advise us if you require accommodation in advance of any part of the recruitment and selection process.

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