



Human Resources/Occupational Health & Safety Advisor (Exempt) (Temporary, Full-time – Medical Absence Coverage)

Located in the south-central region of B.C., the Regional District of Okanagan-Similkameen covers an area over 10,400 km² and is renowned for its orchards, vineyards and golf courses, as well as its widely varied landscape including deserts, mountains and valleys, and pristine lakes. Outdoor recreational opportunities are endless throughout the Regional District and residents enjoy a wide array of activities all year long.

The Regional District of Okanagan-Similkameen is currently recruiting a temporary, full-time Human Resources/Occupational Health and Safety Advisor to join our team to cover for a medical leave. Reporting to the Manager of Human Resources, the incumbent will provide technical advice and administrative support in the areas of occupational health and safety, labour and employee relations, employee recognition, wellness, recruitment and selection, as well as training and development.

Qualifications include:

- Post-secondary degree in human resources or a related field with a certificate or diploma in occupational health and safety. A professional designation in Human Resources (CPHR) is considered an asset.
- A minimum of three (3) years of related experience, preferably in local government. An equivalent combination of education and experience may be considered.
- Knowledge of current employment and labour regulations, statutes and the collective agreement.
- Knowledge of relevant occupational health and safety policies, procedures and regulations.
- Ability to exercise discretion, tact, diplomacy and sound judgment.
- Strong organizational, analytical, problem solving, and decision-making skills.
- Strong verbal and written communication skills.
- Demonstrated computer skills in Microsoft Office (Word, Excel, Outlook)
- Ability to pass and maintain a criminal record check and hold a valid B.C. Driver's Licence.

This is an excluded position within the organization offering a competitive salary. For more information on the RDOS, visit <http://www.rdos.bc.ca>.

If you are a qualified candidate and looking for an exciting opportunity, please submit your application quoting **Competition No. 19-01E** by 4:30 p.m. on Friday, February 15, 2019:

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