



Career Opportunity

HR Support Programs and Projects Advisor

Closing Date: 2023-03-26.

Reference: 2223-2023-283

Rate of pay: \$75,649 – \$95,719 annually

Classification: ADG-D

Outcome: Temporary

Work environment: Hybrid

Work location: Ottawa, Ontario

Service area / Division: Digital Services and Real Property / Program Management Office

Area of selection: Open

Language requirements: CBC

About the role

The HR Support Programs and Projects Advisor is accountable for developing, adapting, planning, coordinating, and delivering various initiatives, events, products, reference tools and other materials necessary to maintain DSRP's HR business services and employee experience program (Onboarding, development, retention, offboarding), as well as to guide and raise awareness of the program, and related processes, tools, policies and practices, in line with corporate HR policies and programs.

The incumbent acts as focal point to DSRP managers and employees in responding to requests and inquiries on the program, while also liaising with HRS specialists in obtaining information and explanations on HRS programs, policies, processes etc. to respond to DSRP client needs.

The ideal person would possess significant consultation, change management and interpersonal skills. They would be comfortable providing guidance and recommendations at all levels of an organization. This individual would have effective time management skills and a strong work ethic.

Top reasons to join the team

This is an exciting opportunity to join a dynamic team which will give you insight into the functioning of DSRP activities as a whole. It is also an opportunity to interact and be exposed to the executive team where you will play a key role in supporting them in achieving their business objectives while enhancing employees experience satisfaction.

A photograph of a modern staircase with a glass railing, set against a green background with a faint geometric pattern.

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What you need

Education	<ul style="list-style-type: none">▪ A post-secondary degree in a related field such as Human Resources or Administration OR an acceptable combination of education, training, and experience.
Experience	<ul style="list-style-type: none">▪ Experience with research and evaluation methods in assessing best practices in areas of onboarding, development, retention and offboarding, as well as general HR business services and management support;▪ Experience with best practices and principles of project management and change management;▪ Experience with process improvement methods to identify gaps and areas of improvement;▪ Experience providing management and various stakeholders with analyses and recommendations;▪ Experience in coordinating events;▪ Must be comfortable and experienced with various types of technology (e.g. Microsoft Office, SharePoint, etc.).
Other	<ul style="list-style-type: none">▪ Experience with operational processes associated with different areas of human resources administration and service delivery;▪ Knowledge of the House of Commons Administration, DSRP and HRS vision, mission, mandates, objectives, policies and procedures and its culture.

Outcome

Staff the position of HR Support Programs and Projects Advisor on a determinate basis (temporary)

Create a pool of qualified candidates that may be considered to staff future vacancies for this position or for other similar and/or related positions on an indeterminate and/or determinate basis.

Consideration may be given to candidates with other linguistic profiles.

Competencies

Candidates will be evaluated against the House of Commons Administration Competency Framework – Professional/Advisory.

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