



Job Description District of Oak Bay

Position Title:	Human Resources Support Specialist
Reports To:	Director of Human Resources
Position Description Date:	January, 2026
Positions Supervised:	None

Nature and Scope of Work:

Reporting to the Director of Human Resources, the Human Resources Support Specialist plays a key role in supporting the District's HR functions by providing coordination, administration, project management, and support across a broad range of areas.

Key Responsibilities:

- Supports hiring managers through full-cycle recruitment processes, including updating job descriptions, drafting job postings, scheduling interviews, and preparing and sending offer letters.
- Supports hiring managers by tracking probationary periods, coordinating probationary performance reviews, and preparing employment confirmation letters.
- Administers new employee onboarding to ensure a positive and consistent employee experience.
- Performs administrative duties, including maintaining organizational charts and emergency contact databases, reconciling monthly purchase card statements, and coding HR invoices for processing.
- Assists with the development and coordination of corporate training and administration of the tuition reimbursement policy.
- Maintains accurate documentation of all employee training, certifications, and expiry dates, including first aid, WHMIS, confined space, fall protection, in the HRIS system.
- Maintains accurate HR records including confidential personnel files, and complies with the retention and destruction cycle of the District's records.
- Prepares statistical and compliance reports, including the Statistics Canada job vacancy and wage surveys and responds to salary and benefit surveys, while ensuring compliance with privacy standards.
- In collaboration with Payroll, sends quarterly reports to managers and directors on topics related to HR including sick leave utilization and vacation and Time Off in Lieu (TOIL) banks.
- Maintains and updates HR templates and other HR resources including HR's webpages and intranet sites.
- Provides administrative support to the Joint Occupational Health and Safety Committees.

Required Knowledge Skills and Abilities:

- Excellent knowledge of general office/administration functions and a good understanding of human resources practices and processes.
- Demonstrated ability to work well as part of a team.
- Self-discipline with the ability to work independently to manage tasks with minimal supervision.

- Excellent organizational, oral and written communications skills.
- Demonstrated ability to provide excellent service to both internal and external customers.
- Exhibits confidentiality and discretion regarding confidential information.
- Exceptional planning and administrative skills.
- Strong computer application skills.

Qualifications and Experience:

- High school graduation with a minimum of one-year post-secondary education.
- Minimum of three (3) years related experience, preferably in a local government setting.
- An equivalent combination of education and experience may be considered.