

DISTRICT OF OAK  BAY	Job Description District of Oak Bay
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Position Title:	HR Generalist
Reports To:	Director, People Safety & Compensation
Position Description Date:	May 11, 2026
Position Reviewed or Amended	
Positions Supervised:	

Nature and Scope of Work:

Reporting to the Director People Safety & Compensation, the HR Generalist provides strategic, advisory and operational human resources services in a variety of areas and programs related to human resources. including recruitment and selection, employee onboarding, job evaluation, employee engagement, staff development and training, disability management, employee and labour relations.

The HR Generalist also supports the development and implementation of corporate people strategies, policies, programs and initiatives that align with organizational goals and promote a positive and inclusive workplace culture.

Key Accountabilities:

- As a primary HR point of contact, provides HR advice, guidance, and support to managers, supervisors and employees on complex and sensitive HR related matters, including interpretations and application of HR policies and processes, collective agreements, employment legislation, and HR best practices; promotes consistent application and understanding throughout the organization;
- Partners with and supports managers with full-cycle recruitment and selection processes for a variety of unionized and exempt positions, including workforce planning support, recruitment strategy development, candidate assessment, offer negotiation and onboarding processes;
- Provides guidance and coaching to managers on employee performance, attendance management, workplace conflict, investigations, corrective action and other employee relations matters;
- Conducts research, analyzes trends and recommends improvements to district-wide policies, programs, procedures and HR initiatives;
- Supports managers and continuously improves new employee onboarding and orientation practices; coordinates and participates in the bi-annual orientation program;
- Develops and delivers training, presentations, and learning resources for leaders and employees on HR-related topics and organizational initiatives;
- Works closely with the Deputy Director, People Safety & Compensation and respective supervisors in matters relating to medical/injury leaves, return to work, accommodation or complex case management matters;

- Provides support in collective bargaining preparation, grievance management, labour relations matters, and interpretation/application of collective agreements; including assisting with the resolution of complex workplace issues and ensuring compliance with organizational policies and employment legislation.
- Assists in mentoring and providing guidance to junior HR staff and supports collaboration within the People, Safety and Compensation department.
- Stays current on human resources industry best practices, changing legislation and emerging human resources trends and practices;
- Maintains effective communication with employees; communicates/exchanges information and builds positive relationships to improve employee engagement;
- Participates in organizational development, employee engagement, culture and change management initiatives;
- Coordinates and participates in the job evaluation, organizational review and classification processes for unionized and exempt positions;
- Establishes confidential personnel files and applicable record keeping requirements;
- Assists with development and ongoing coordination of corporate training;
- Leads special projects and performs other related duties in support of departmental and corporate objectives.

Demonstration of the District's Workplace Values – CARE

- **Connected** means we serve the community and each other with friendliness, kindness, professionalism, and respect – working as one team, sharing knowledge and supporting one another.
- **Accountable** means we do what we say we will do, take pride in our work and act with integrity.
- **Responsive** means we believe that finding better ways to serve is part of our growth and that progress and personal connection can co-exist.
- **Effective** means we deliver sustainable results in ways that nourish people.

Required Knowledge Skills and Abilities:

- Excellent knowledge of human resources management principles, practices, and employment legislation;
- Strong knowledge and understanding of collective agreements and applicable employment legislation;
- Demonstrated ability to manage sensitive and complex employee relations matters with sound judgement, professionalism and confidentiality;
- Demonstrated relationship building skills with the ability to build and maintain effective working relationships with staff at all levels of the organization;
- Excellent organizational, analytical, oral and written communications skills;
- Demonstrated ability to provide excellent service to both internal and external customers.
- Ability to exercise discretion and maintain confidentiality regarding sensitive information;

- Exceptional planning and administrative skills;
- Strong computer application and HRIS skills.

Qualifications and Experience:

- An undergraduate degree in a related field of study;
- CPHR designation preferred;
- Minimum of five (5) years experience delivering human resources services, preferably in a unionized, public-sector environment;
- Equivalent combination of education and experience