



Classification	Administrator
Original Date:	Snr HR Advisor - October 2000
Revision Date:	Snr HR Advisor - August 2014 Snr HR Advisor - June 2017 HR Business Partner - March 2022
Pay Group:	9

HUMAN RESOURCES BUSINESS PARTNER, ABILITIES MANAGEMENT, HEALTH AND WELLNESS

NATURE AND SCOPE OF WORK

The Human Resources Business Partner, Abilities Management, Health and Wellness supports the work of the People, Culture and Diversity (PCD) department and is a key resource for support staff, faculty and exempt staff on abilities management and employee health and wellness.

The incumbent in this position provides proactive and responsive professional human resources advice in abilities management, administration of various types of leave, including but not limited to short-term and long-term disability leaves. Ultimately, the HR Business Partner is responsible for providing strategic people management support, leading on abilities management issues, enabling informed decisions and in alignment with Capilano University's Envisioning 2030 objectives.

This position reports to the Manager, Employee Experience.

ILLUSTRATIVE EXAMPLES OF DUTIES

Disability Case Management, Accommodation and Return-to-Work Coordination:

- Coordinate disability-claim files, communicating with employees, managers and medical practitioners in a timely manner
- Partner with employees, managers, health and safety team and medical practitioners to assess and implement workplace accommodations, ensuring compliance with University practices and relevant legislation
- Develop initiatives to support employees returning to work following leaves, designing accommodations and support plans, and involving stakeholders as needed
- Implement abilities management policies and procedures, and interpret issues and give advice regarding Capilano University policies relevant collective agreements

Health and Wellness Programming

- Maintain up-to-date information on employee health trends. Research wellness information, initiatives and best practices.



- Maintain up-to-date resources for employees' use.
- Participate in wellness committee; promote mental health and wellness initiatives and take proactive measures to ensure early intervention to support employees.
- Co-facilitate workshops on a variety of health and wellness topics
- Oversee flexible work arrangements procedure and policy throughout the university.
- Collect and analyze data on employee well-being, absenteeism, and accommodations to measure the effectiveness of programs and make data-driven improvements to programming.

Management Advisory Services Related to Leave Administration

- Interpret and advise managers in the consistent application of University policies, collective agreement obligations, and relevant government legislation/regulations.
- Negotiate resolutions relating to leave administration. If applicable, lead investigations, prepare documents relating to negotiations, grievances, and arbitrations.
- Advocate for a respectful work environment amongst all employees and advise managers with regards to strategies and good practice in employee engagement and collaborative employee relations that support the University's vision, mission, and core values.

REQUIRED TRAINING AND EXPERIENCE

- Completion of a Bachelor's degree in Human Resources Management or another relevant discipline. CPHR designation is considered an asset.
- Minimum seven years' recent and direct experience as a human resources advisor, including a minimum of five years in disability management and/or wellness programming.
- Previous exposure to an educational or public-sector environment is considered an asset.
- An equivalent combination of education and experience may be considered.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Demonstrated expertise in the objectives, policies, practices and processes of disability management, return to work and workplace accommodations.
 - Thorough knowledge of applicable legislation including the Human Rights Act, Employment Standards Act, duty to accommodate, WorkSafe BC, occupational health and safety, risk management, Workplace Hazardous Materials Information System (WHMIS), ergonomics, etc.
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- Excellent communication skills (verbal, written and presentation) and interpersonal skills, with ability to foster productive working relationships with a variety of stakeholders.
 - Considerable knowledge of Microsoft applications, including Word, Excel, SharePoint, Outlook... etc. with ability to upgrade as needed.
 - Working knowledge of the staff and faculty collective agreements.
 - Ability to take initiative and to act with considerable independence of action and judgment with minimal supervision.
 - Ability to collate, organize and analyse confidential information obtained from a range of internal/external sources, to validate thinking, substantiate decisions, and determine approach.
 - Ability to identify and provide guidance in resolving complex or sensitive matters.
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