



The Nova Scotia Liquor Corporation, the largest single banner retail business in Nova Scotia, generates more than half a billion dollars of revenue a year, returning more than \$200 million profit annually to the province. It employs more than 1,500 Nova Scotians, offering almost 6,000 products from around the globe through 160 retail outlets, and 2,100 licensees. The NSLC is driven to be a sustainable and community focused organization helping to make Nova Scotia an even better place to live.

Human Resources Consultant

The NSLC is seeking an HR Consultant responsible for providing a wide range of HR services to internal clients in our retail store network, Head Office and warehouse environments. As a front-line HR representative, you will be responsible for providing consultation and support to business units on a broad spectrum of HR issues, the main focus being labour relations and the application of technology to support HR functions. You will also be responsible for providing consultation and support on recruitment, performance development, attendance management and general HR-related problem solving and dispute resolution. In addition you will coordinate with other HR team members to access HR services, management data and related reports. Furthermore, you will be responsible for recommending and developing procedures and programs designed to ensure that effective HR services are available to the organization.

As a qualified candidate, you will have:

- Undergraduate degree with a concentration in HR Management or a relevant discipline
- Minimum 5 years well-developed knowledge and experience in a variety of HR disciplines
- Exceptional client service and relationship management skills
- Considerable experience working in a unionized environment including collective agreement administration and grievance handling
- Particular expertise in the application of technology to HR functions
- Good knowledge of employment legislation
- Strong administration, coordination and time management skills
- Ability to understand and anticipate the impact of decisions at various levels
- High degree of energy, motivation, flexibility and adaptability
- A track record of being results and team-oriented; successful on projects and process improvement initiatives
- Strong computer literacy including MS Office, web applications and HRIS experience

As the ideal candidate, you will also have:

- CHRP designation
- HR experience in a multi-location retail environment
- Knowledge of SAP HR/Pay

The NSLC offers a dynamic work environment with opportunities for growth and professional development. If you are interested in exploring this exciting career opportunity, please merge your resume and covering letter in one document and submit by email to: recruiting@myNSLC.com no later than **8:00 am on August 23, 2010** (MS Word or PDF attachments only please). Please quote Competition: ***HR Consultant*** in your cover letter.

Thank you for your interest in the NSLC.

The NSLC is an equal opportunity employer. While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

Position Title:	Human Resources Consultant
Reports to:	Manager-HR Services
Business Unit:	Human Resources

Position Summary

Reporting to the Manager-HR Services, the Human Resources Consultant is responsible for providing a wide range of HR services. These include staffing planning; recruitment and selection; front-line labour relations advice and support; performance development support; coordinating with other HR staff to access HR services, management data and related reports; support and advice related to attendance management; and problem solving and dispute resolution assistance.

Job Functions

Essential Responsibilities:

- Directly and with other HR staff, consult with and provide advice, training and recommendations to staff on human resource management matters.
- Develop, recommend and implement policies, procedures and programs designed to ensure that effective HR services are available to the organization.
- With the guidance of the Manager-HR Services, support management staff in administering the collective agreements and resolving grievances.
- Manage effective internal and external staffing services to ensure the organization meets its current and future staffing needs.
- Act as the primary contact for retail management to access HR services and expertise; assess the requirements of retail management in order to improve the delivery of HR services; coordinate activities of HR staff to ensure effective delivery of services to the retail operations.
- Establish and maintain open and effective professional relationships with internal and external stakeholders in support of building a corporate culture of shared communication and joint problem solving.

Secondary Responsibilities:

- Assist and support the effective use of performance management and metrics.
- Ensure that recruitment and selection supports the corporation's workplace diversity goals.
- Provide front-line advice and assistance related to attendance support.
- Monitor and stay current in relevant areas of Human Resource Management.
- Assist in the preparation for arbitrations and collective bargaining as required.
- Assist in the development and achievement of divisional and corporate business objectives; achieve individual objectives as assigned.
- Other related duties and responsibilities as assigned; travel, primarily within the province, as required.
- Maintain up-to-date job descriptions for the organization

Qualifications

Knowledge, Skills and Abilities:

Knowledge

- Strong knowledge of modern recruitment and selection techniques, including the application of related technology.
- Strong knowledge of collective agreement administration and grievance handling.
- Good knowledge of legislation relevant to matters of employment.
- Knowledge of attendance support and the concepts of the "duty to accommodate."
- Good understanding of the role of HR in supporting line management to meet corporate and divisional objectives.

Skills

- Strong computer literacy including HRIS and standard desktop and web applications.
- Strong problem solving, analytical and dispute resolution skills.
- Excellent interpersonal, communication (oral & written) and presentation skills.
- Good coaching and mentoring skills.
- Good time management skills.

Abilities

- Establish and maintain effective working relationships.
- Apply and share knowledge and expertise effectively.
- Exercise sound judgement.
- Manage multiple priorities in an environment of significant organizational change.
- Work well both independently and in a team environment.
- Achieve results through others with persuasion, tact and diplomacy.

Education and Experience:

Required

- Bachelor's degree in a relevant discipline with a minimum of five years of increasingly responsible experience in human resources management, primarily in a unionized environment *[an alternate combination of formal education and work experience may be considered equivalent]*.

Preferred

- CHRP
- HR Experience in a multi-location retail environment.
- Experience in recruitment and selection in the retail sector.
- Experience in grievance handling and dispute resolution.
- Recent experience in the application of technology to HR services.
- Experience working in an SAP HR/Pay environment