Human Resources Advisor

Corporate Services Division
Full-Time Indeterminate Position

About Us

SNOLAB is an international facility for world-class underground physics research and has an expanding program in astroparticle physics and underground science. Located in an air-conditioned clean room 2 km underground in the Vale Creighton Mine near Sudbury Ontario, with a suite of surface facilities and laboratories, SNOLAB is currently preparing for the next generation of experiments focusing on neutrino studies and the search for galactic dark matter.

The Position

Under the direction of the Senior Human Resources Officer, the Human Resources Advisor is responsible for performing activities that support the day-to-day operations of various human resources functions. The HR Advisor plans and delivers HR services to SNOLAB clients. The position responsibilities cover all the following functional areas: employee relations, HRIS, professional development, compensation, organizational development, and staffing/recruitment.

Criteria

Education:

- Bachelor's degree in business administration, HR management or related field.
- Designated or working toward CHRP or CHRL designation is an asset.

Experience:

- Relevant experience working in the Human Resources field.
- Experience developing strategies and providing expert advice on HR issues, trends and topics.
- Experience managing a full recruitment life cycle in partnership with hiring managers.

- Experience interpreting legislation, developing options and preparing recommendations.
- Experiencing investigating, mediating and advising on complaints and disciplinary matters.
- Experience participating in the development of policies and procedures across various HR functions.
- Experience working within a unionized environment would be an asset.
- Experience working in compensation (job description development, job evaluation, pay equity) would be an asset.

Salary Range

Salary will be determined by qualifications and experience and includes an attractive benefits package. Relocation assistance will be determined in accordance with SNOLAB policies.

To Apply

All applications must be submitted to jobs@snolab.ca . Please do not fax or mail your applications. By applying to the e-mail address, your application becomes available to managers immediately. Interested candidates should include a cover letter and resume.

Closing Date

Friday July 21, 2023

Applications will be accepted until 23:59 Eastern Time.

SNOLAB thanks all applicants for their interest, however, only those candidates considered for an interview will be contacted.

SNOLAB is committed to equity in employment and encourage applications from all qualified applicants, including women, Indigenous persons, members of visible minorities and persons with disabilities. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

SNOLAB will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs.

Further information about SNOLAB may be found at www.snolab.ca