



We're hiring!



Human resources Advisor

Corporate Services

ME-05 - \$65,026 to \$79,481 per year

Temporary Full-time position (37.5 hours per week)

Contract of 2 years

Place of work: Natural Heritage Campus (NHC) - Gatineau, QC*

**Note: This position is eligible for hybrid work and flexible work arrangements*

Your place at the Museum

We value diversity and believe we benefit from working in a place where everyone feels included and where the unique qualities and strengths inherent in a diverse workforce are combined. We welcome applications from persons who may identify as a member of one or more other equity seeking groups (for e.g. visible minorities, disabled, 2SLGBTQIA+, religious or cultural minority).

You have a place at the Museum!

About the position

Under the direction of the Director of Human Resources, the Advisor, Human Resources (HR) is responsible for providing functional guidance, support, information and monitoring services in a variety of areas such as staffing, HR planning, Official Languages (OL), Employee Assistance Program (EAP), Multiculturalism, Employee Recognition, Performance Management and Employment Equity (EE).

The position also contributes to special projects, maintains current programs and supports the development of new programs.

**Please note this is a non-unionized position.*

Working at the museum means:

- Contributing to an engaging mission as well as exciting projects and challenges
- An inclusive, friendly and safe work environment
- A competitive salary established by collective agreements
- Access to federal public service group insurance and pension plans

Eligibility criteria

This position is open to all Employees of the Canadian Museum of Nature and any members of the public who meet the qualifications below.

**Candidates must be legally entitled to work in Canada.*



Education and training:

Completion of a post-secondary education or certificate in human resources management or a related field such as business management, commerce, industrial/labor relations, labor studies or a demonstrated equivalent combination of education, experience and training. Possession of an HR certification/designation is considered as an asset.

Language requirements:

English and French are essential, Bilingual non-imperative (CBC/CBC)

Experience:

Two to three years of progressive Human Resources experience in the areas listed below:

- Providing support to clients in the areas of employee engagement, recruitment, performance management, HR and legislated programs (Official Languages, Employment Equity and Multiculturalism);
- Recruiting locally, nationally and internationally;
- Researching and analyzing HR trends or issues;
- Implementation of human resources programs and projects;
- Experience in the use of software applications, with advanced knowledge of Excel and Word

Interested? APPLY!

The Canadian Museum of Nature is committed to inclusive and barrier-free selection processes and work environments. If you are invited to participate in the selection process, we encourage you to advise us of any accommodation you may require. This information will be treated as confidential.

The Statement of Qualifications providing greater detail about the skills, knowledge and aptitudes needed for this role can be obtained by contacting the Museum at the email address below.

All candidates must submit a cover letter and resume outlining how their experience and training meet the requirements listed above.

Send a cover letter and your resume by email to: competition@nature.ca with competition number 2090-CMN-23-OC-039, in the subject line.

Please note that only those applicants who are invited to participate further in the selection process will receive a response.

**Apply Now !
CLOSING DATE:
June 21, 2023**

