



HUMAN RESOURCES COORDINATOR

Reporting to the Chief Human Resources Officer (CHRO), the Human Resources Coordinator will play a key role in supporting the daily operations of the Human Resources Department at Pacific Pilotage Authority. This position serves as a key resource for all employees, addressing employee inquiries related to various aspects of the employee-employer relationship and internal policies and procedures

This multifaceted role will include both day to day human resources administrative tasks and project work in support of PPA's human resources goals and the strategic plan. This role is an opportunity to work directly with the CHRO, gain experience in all aspects of human resources, and play a key role in a small team.

RESPONSIBILITIES

Human Resources Administration

- Support the CHRO with all human resource functions and associated tasks related to all aspects of human resources, including supporting HR projects and initiatives as needed
- Provide confidential administrative support to the CHRO
- Support labour negotiations with collective bargaining preparation and research
- Assist with researching, developing and improving human resources policies, procedures, and processes
- Assist CHRO and leadership team with managing of human resources data, reporting, documentation, and communication on an as needed basis
- Assist with tracking and reporting on employee leave balances

Recruitment and Selection

- Coordinate internal and external recruitment and selection processes, including creating postings, placing advertisements, shortlisting and prescreening applicants, and coordinating interviews
- Complete references and background checks for new hires
- Coordinate employee onboarding and offboarding processes, including preparing new hire packages
- Order and organize promotional materials for recruitment promotion events
- Attend career fairs and other promotional events as needed

Training and Development

- Support with administering Canadian School of Public Service (CSPS) account
- Organize and track employee training, such as WHIMS, Confined Spaces, Respectful Workplace, etc.
- Track new hire training checklists and related documentation
- Monitor crew certifications, such as expiring first aid and Certificates of Competency
- Coordinate and document employee performance evaluations

Compliance and Governance

- Review and update HR policies, processes and documentation including SharePoint and the employee handbook
- Assist with Accessible Canada Act compliance, including working toward accessibility plan
- Assist CHRO with complying with legislation and other reporting requirements (i.e. Canada Labour Code, Pay Equity Act, Privacy Act, Employment Equity Act)
- Coordinate policy reviews and periodic conflict of interest and Organizational Code of Conduct attestations

- Maintain confidential employee files, including disposing of personal information, in accordance with privacy legislation and the privacy policy

Employee Engagement and Experience

- Assist with conducting employee engagement and other related surveys
- Assist with initiatives related to elevating the employee experience and ensuring PPA remains an employer of choice
- Support the COO and CHRO in fulfilling the strategic plan objective “workforce of the future”
- Contribute positively to the overall employee experience and foster a positive relationship between management and employees
- Organize new hire welcome kits and order employee swag

Health and Safety

- Coordinate health and safety meetings, including preparing documents, tracking follow up, taking minutes and assisting with agenda preparation

QUALIFICATIONS

- Degree or diploma in Human Resources or Business Administration with a concentration on Human Resources Management or related field of study from a recognized postsecondary educational institute
- 2 years of experience in human resources or an equivalent combination of education and experience, including practical work experience
- Strong writing and oral communication skills, including ability to draft letters and other communication under the supervision of the CHRO
- Knowledge of employment legislation, including the Canada Labour Code
- Team player, proactive, and enthusiastic about the opportunity to take on varied tasks and initiatives
- Strong computer skills, including the ability to work with spreadsheets, build forms, format documents, and build presentation decks
- Fluency in English is required; French language skills are an asset.
- HRIS experience is an asset but not required

COMPENSATION AND BENEFITS

- The hiring salary for this role would normally be \$65,000-75,000 but candidates who exceed the required qualifications could be placed higher within the overall range.
- Excellent benefits including a defined benefit federal public service pension plan.
- PPA offers several benefits to enhance employee wellbeing, including a health and wellness allowance, onsite gym, personal care days, compressed work week, and flexible start times.
- Hybrid work environment.

How to Apply

To apply for the role, please email a cover letter and resume to hr@ppa.gc.ca by May 19, 2025.

About Pacific Pilotage Authority

- A federal Crown Corporation based in downtown Vancouver, Pacific Pilotage Authority (PPA) provides safe and efficient marine pilotage services in the coastal waters of British Columbia, including the Fraser River
- PPA oversees dispatch and launch operations at stations in Vancouver, Victoria, Steveston and Prince Rupert.
- A progressive employer with a mandate critical to the economy of Canada, the PPA is wholly self-funded, complex, small, and nimble. PPA employs a diverse workforce of approximately 120 people
- PPA generates revenue through pilotage service charges paid by shipping companies that access the coastal waters of British Columbia with the assistance of licensed pilots
- PPA is governed by a Board of Directors appointed by the Government of Canada
- PPA offers a dynamic work environment and competitive compensation benefits, including a defined benefit pension plan
- For more information about PPA, please visit <https://www.ppa.gc.ca/welcome>

Accommodation

Pacific Pilotage Authority is committed to removing barriers to employment. If you require accommodations throughout the recruitment and hiring process, please let us know. All information received in relation to accommodation will be kept confidential.

Employment Equity

Pacific Pilotage Authority is committed to building a diverse workforce and inclusive work environment. We are committed to employment equity and strongly encourage applications from the four designated equity seeking groups (women, Indigenous Peoples, persons with disabilities, and visible minorities).