

EMPLOYMENT OPPORTUNITY

Employee Engagement Specialist

Temporary Full Time

Human Resources and Safety

Competition No: 2024-1884



www.rdn.bc.ca

EDUCATION

- Diploma or certification in human resources management communications, business administration or a related discipline.
- Three (3) years of related experience working within a corporate service setting, including experience developing and managing corporate projects and programs impacting operational staff is required.

APPLICATION DETAILS

Please quote competition 2024-1884 and submit a cover letter and resume clearly outlining your education, experience, and qualifications as they relate to this position [here](#).

**Applications will be accepted until:
4:00 p.m., on April 3, 2024.**

Date posted: March 20, 2024

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a Temporary Full-Time Employee Engagement Specialist.

Reporting to the Chief Human Resources Officer, the Employee Engagement Specialist will be responsible for developing and implementing strategies, policies, and programs to enhance employee experience and engagement to support the organization's success, and to contribute to the attraction and retention of top talent.

The position will work closely within the Human Resources and Safety Team as well as various other teams, to create a positive work environment that fosters a culture of belonging, promotes productivity, and enhances a diverse, equitable, inclusive, and accessible workplace experience. This position will play an integral role in developing and implementing the Regional District of Nanaimo (RDN) People Plan and delivering on the 2023-2026 RDN Accessibility Plan.

QUALIFICATIONS

Diploma or certification in human resources management, organizational development. Completion of course work and/or certification in project management, equity, diversity, inclusion, and accessibility and/or change management a significant asset. Three (3) years of related experience working within a corporate service setting, including experience developing and managing corporate projects and programs impacting operational staff is required. An equivalent combination of education and experience may be considered.

POSITION DETAILS

This is a temporary full-time exempt position for a period of one (1) year offering 35 hours of work per week with a salary range of \$89,265 to \$95,666. This position provides benefits and is eligible for remote work up to four days per week and occasional in-office requirements.

A Criminal Record Check is required as a condition of employment with the Regional District of Nanaimo.



POSITION TITLE: Employee Engagement Specialist

REPORTS TO: Chief Human Resources Officer

DIRECT REPORTS: N/A

POSITION SUMMARY

Reporting to the Chief Human Resources Officer, the Employee Engagement Specialist will be responsible for developing and implementing strategies, policies, and programs to enhance employee experience and engagement to support the organization's success, and to contribute to the attraction and retention of top talent. The position will work closely within the Human Resources and Safety Team as well as various other teams, to create a positive work environment that fosters a culture of belonging, promotes productivity, and enhances a diverse, equitable, inclusive, and accessible workplace experience. This position will play an integral role in developing and implementing the Regional District of Nanaimo (RDN) People Plan and delivering on the 2023-2026 RDN Accessibility Plan.

MAJOR DUTIES AND RESPONSIBILITIES

- Supports development and evaluation of human resources and employee engagement strategies under the direction of the Chief Human Resources Officer in alignment with the RDN People Plan and RDN Accessibility Plan.
- Designs, implements, and evaluates policies and programs that enhance employee experience and diversity, equity, inclusion, and accessibility in alignment with the RDN People Plan and RDN Accessibility Plan, including leading projects and project teams.
- Builds and delivers inclusive change management and internal communications and engagement plans through recognized consultative processes that enhance the success and acceptance of corporate organizational changes impacting employees.
- Designs and enhances orientation and onboarding for new employees.
- Collects and analyzes employee feedback through various methods, including bi-annual employee engagement surveys.
- Creates, implements, and/or maintains recognition programs/initiatives to celebrate employee achievements.
- Develops, implements, and maintains effective internal communication strategies, systems, and communications to foster an inclusive and transparent organizational community and timely information sharing of internal news.
- Organizes and coordinates employee events.
- Participates on or leads staff committees as directed and facilitates development of annual work plans and budgets in alignment with the RDN People Plan and RDN Accessibility Plan.
- Facilitates training, consultative processes, working groups and employee-led initiatives, as well as oversees the work of staff or consultants to do the same, to support RDN People Plan and RDN Accessibility Plan objectives.
- Reviews, adheres to, and directs the adherence to safe work procedures in the workplace and generally promotes a safe work environment.

REQUIRED EDUCATION AND EXPERIENCE

- Diploma or certification in human resources management, organizational development, communications, business administration or a related discipline.

Job Description

- Completion of course work and/or certification in project management, equity, diversity, inclusion, and accessibility and/or change management a significant asset.
- Three (3) years of related experience working within a corporate service setting, including experience developing and managing corporate projects and programs impacting operational staff is required.
- An equivalent combination of education and experience may be considered.

Skills and Abilities

- Exemplary demonstrated written communication abilities, specifically in preparing memorandums, presentations, policies, procedures, and formal internal communications with limited assistance.
- Exemplary demonstrated ability to present information and facilitate discussion amongst a variety of internal groups, including executive, management, and staff audiences.
- Exceptional ability to establish and maintain effective working relationships with a variety of internal and external contacts, and successfully influence without authority.
- Skilled in project oversight, planning and developing of a wide variety of work.
- Strong prioritization and time management abilities.
- Skilled in problem solving and acting decisively.
- A valid Driver's License for the Province of British Columbia is required.