



People and Culture Assistant

JOB SUMMARY

Taking work direction from the Senior Manager, Operations and Administration, the People and Culture Assistant will help cultivate, execute best-practice People & Culture strategies and create a positive, relationship-based and high-performing network culture. The People and Culture Assistant is responsible for assisting with day-to-day People and Culture related activities, such as recruitment, onboarding, participating in projects, assisting with the maintenance of HR reports and information and other projects as directed. The People and Culture Assistant will also provide Executive Assistant support to the Senior Manager, Operations and Administration.

NETWORK SUMMARY

The Rural Coordination Centre of BC (RCCbc) mission is to promote improvement in the health status of people living in the rural communities of British Columbia. The RCCbc serves as a strategic forum that facilitates discussions between Partnership Pentagram Plus (Health Administrators, Policy Makers, Rural Communities, Linked Sectors, Academia and Health Providers) on coordination of rural healthcare services, improvement of effective collaboration, network partnership and leadership and to promote understanding of rural health challenges and opportunities.

KEY DUTIES AND RESPONSIBILITIES

- Assist in the recruitment process: writing/managing the posting and removal of job advertisements, sorting and screening applications, interviewing, completing reference checks, and drafting offer letters.
- Supports and coordinates the onboarding/offboarding and orientation activities of new team members, including those hired through RCCbc regional nodes. Maintains all Onboarding materials.
- Track and monitor completion of HR activities, such as probation, performance reviews, and contract renewals.
- Participating in sensitive and confidential matters including employee relations, and organizational changes.
- Maintains HR electronic filing systems (SharePoint and ADP Workforce); ensuring accuracy and completeness of confidential personnel files and team member records.
- Coordinates and processes resignations and terminations.

- Assist with the administration/maintenance of Health Safety and Emergency Preparedness Manual and protocols, including Covid policies and measures
- Research and keep track of applicable professional development opportunities for team members.
- Organizes and executes team functions and reoccurring team meetings, in collaboration with the Executive Director and Senior Manager.
- Supports the organization of the RCCbc Core Team Meetings (both virtual and in person), including booking travel and accommodation and venue coordination
- Supports the Executive Directors in booking and tracking physician check-in meetings
- Develops annual vacation trackers for team members.
- Leads out the Birthday celebrations for the organization.
- Works in conjunction with the Social committee to ensure the celebration events are planned and executed.
- Assist with the review and development of new People and Culture activities.
- Functions as the confidential liaison for the Senior Manager, Operations and Administration with internal and external stakeholders utilizing strong communication, professionalism and persuasion abilities and an understanding of stakeholder needs.
- Maintains updated and accurate calendar for the Senior Manager, Operations and Administration and exercises tact and discretion in prioritizing requests for appointments.
- Provides administrative support for the annual BC Rural Health Conference.
- Schedules meetings, organizing catering, and maintaining the on-line scheduler.
- Prepares agenda materials (photocopying, mailing, couriering, and emailing) relating to meetings and/or projects, for distribution to meeting participants and taking minutes
- Creates and maintains document templates.
- Maintains prompt, courteous, and respectful interactions with physicians, non-physician personnel and all staff members at all times.
- Performs other related duties as assigned.

QUALIFICATIONS

Education, Training and Experience

- High school graduation supplemented with Degree/Certificate in Human Resources Management or equivalent education
- Minimum 1-2 years' experience in Human Resources
- Experience in ADP Workforce is an asset

Skills and Competencies

- Excellent written and oral communication and strong interpersonal skills
- Sensitivity and discretion in communicating internally with various staff members
- Ability to maintain a high degree of discretion, diplomacy and confidentiality

- Strong teamwork skills and a demonstrated ability to deliver successful outcomes by influence and motivation
- Fosters trust and connections by putting people and relationships first
- Integrates fun and joy in day-to-day activities
- High level of computer literacy including intermediate level experience with Word, Outlook, PowerPoint, Excel, and Internet Explorer
- Rural experience and have a passion/lived experience in improving rural health in patients and communities