

**Service New Brunswick
Human Resources Advisor
Pay Band 3-4
Open Competition
Fredericton**

Service New Brunswick is seeking an individual to join the Human Resources Division as a Human Resources Advisor working in Fredericton.

Reporting to the Manager of Human Resources, the Human Resources Advisor is responsible for providing professional human resources services to the management and staff of Service New Brunswick. Depending on the level of education and experience of the successful candidate, key responsibilities will include staffing and recruitment and may include one or more of the following: employee relations, performance management, workforce planning, official languages, attendance management, development of Human Resources policies and disability management.

ESSENTIAL QUALIFICATIONS: A university degree in a related field and a minimum of two years of related professional experience in human resources for a Pay Band 4; **or** a university degree in a related field for a Pay Band 3. **Subject to the response to this competition, one or more of the following equivalencies may also be considered:** two years of post-secondary studies in a related field and a minimum of four years of related professional experience in human resources for a Pay Band 4; **or** two years of post-secondary studies and two years of related professional experience in human resources for a Pay Band 3. Written and spoken competence in English and French is required.

Applicants must clearly demonstrate the essential qualifications to be given further consideration. Please state your language capability on your application and ensure that preferred language for assessment is clearly identified.

ASSET QUALIFICATIONS: Preference may be given to candidates who demonstrate one of the following:

- university degree with concentration in human resources; UNB/NBCC Human Resources Management Certificate Program; or a recognized Human Resources diploma;
- recognized Human Resources designation;
- training in Behavioural Event Interviewing Methodology.

OPERATIONAL REQUIREMENTS: travel throughout the province and possession of a valid driver's license.

BEHAVIOURAL COMPETENCIES: The successful candidate will possess the following behavioural competencies: Client Service Orientation, Effective Interactive Communication, Teamwork and Cooperation, Information Seeking, Impact and Influence and Results Orientation.

TECHNICAL COMPETENCIES: The successful candidate will possess the following technical competencies: Planning and Organizing Skills, Human Resources Management, Written Communication.

NOTE: To be given consideration under this competition, you must demonstrate on your application how, when and where you acquired the qualifications required for this position. Your résumé must present education and work experience in reverse chronological order, with work experience detailed in both months and years, and whether it was part-time or full-time (e.g. May 2000 to June 2004 — full-time).

This competition may be used to fill future vacancies at the same level. We are an Equal Opportunity Employer and we promote a scent-reduced environment.

Salary: \$1,567 - \$2,403 bi-weekly (depending on qualifications)

We encourage applicants to apply on-line at www.ere.gnb.ca or by mail at the following address by **July 19, 2010** indicating competition number: **2010-SNB-27R**

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Fredericton, NB E3B 5G4
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Fax: (506) 453-3043
HR.RH@snb.ca

We thank all those who apply however only those selected for further consideration will be contacted.