



Title: Human Resources Advisor

Practice Group: Human Resources

Location: 1200 – 925 West Georgia Street, Vancouver, BC V6C 3L2

Singleton Urquhart Reynolds Vogel LLP is a Canadian law firm with offices in Vancouver and Toronto. Our focus is on helping clients from construction and infrastructure, commercial litigation, insurance, real estate and business seize emerging opportunities and find solutions to complex legal problems.

Operating on a national platform, Singleton Reynolds is positioned as a new best-in-class law firm offering legal services and a long-standing reputation in dispute resolution.

The Firm has over 60 lawyers in two offices and provides a wide range of legal services including the following key practice areas:

- Construction and Infrastructure Law
- Commercial Litigation
- ADR
- Commercial Real Estate
- Wills & Estates
- Immigration
- Insurance
- Professional Liability
- Entertainment Law
- Corporate Commercial
- Workplace Law

#### **THE ROLE OVERVIEW**

Reporting to the Director, Human Resources, the Human Resources Advisor supports the creation of a positive employee culture at Singleton Urquhart Reynolds Vogel LLP.

The successful candidate will support and potentially oversee the full employee lifecycle from recruiting, onboarding, performance management, and group benefits programs. This position will cover for the Director, Human Resources in their absence.

## THE ROLE

### Operations

- Manages the day-to-day staffing needs of the firm ensuring that there is a sufficient level of staff on a daily basis, distribute workload amongst support staff and obtain temporary and overtime assistance as required.
- Manages all aspects of performance management for Legal Administrative Assistants.
- Manages all aspects of the benefits program including group health benefits.
- Oversees the maintenance of electronic records of all support staff.
- Maintains, communicates and upholds the firm's HR Policies and Procedures.
- Coordinates HR Intranet notices for staff changes and employee announcements.
- Utilizes the HRIS and available technology to streamline administrative functions and enhance department efficiencies and oversees the annual reconciliation of attendance and vacation records for support staff.
- Oversees maintenance and tracking of daily attendance and vacation records for support staff including updates to the HRIS in terms of anniversary dates, special notes, assignments, transfers and file specific remarks and reporting.
- Plans, organizes and facilitates Administrative Professionals' Week and other special events.
- Oversees parking and security card requirements.
- Manages the occupational health activities, safety initiatives and fire safety drills.

### Organization Development

- Implements effective organization-wide HR practices, programs and services to meet long and short term needs in support of the strategic direction of the organization.
- Proactively advises managers or lawyers on day to day HR matters, including support staff coverage, performance management, attendance management, disability management, dispute resolution and progressive discipline.
- In conjunction with the Director, Human Resources, evaluates ongoing professional development and training, including overseeing the education reimbursements program for all support staff.
- Supports the annual salary reviews for support staff including providing recommendations on adjustments to the HR Director as requested.
- Manages the annual performance and probation evaluations process for all support staff.
- Supports staff who are not meeting their workload or required standard of performance.
- Conducts exit interviews for support staff and report on outcomes.
- Keeps apprised of human resource trends, identify and suggest best practices that support enhanced employee loyalty, engagement and performance in line with the business requirements of the firm.
- Recognizes staff on anniversaries and special occasions including coordinating the purchase of gifts as appropriate.

- Organizes relevant lunch-and-learns for support staff.
- Assists the Director, Human Resources with the agenda and presentation for the firm Staff Meetings.

### **Recruiting & Onboarding**

- Prepares department and position specific job descriptions for support role positions.
- Supports and conducts the recruitment and selection process for selected support positions (legal administrative assistants, administration and reception), including pre-screening candidates, liaising with agencies, coordination of interviews, shortlisting of candidates for second interviews and reference checks.
- Provides effective and timely communication with the hiring lawyer or department manager on the recruitment process, status updates and timelines.
- Manages new hire processes including overseeing the creation of the new hire packages and employee files for support staff.
- Conducts new hire orientation for support staff and students and schedule the training for support staff in all departments.
- Keeps abreast of recruitment trends and makes recommendations to enhance practices and tools to recruit and attract the best talent.
- Initiates workforce planning to identify future staffing needs, assess gaps and develop plans to address resource needs.

### **KEY QUALIFICATIONS and EXPERIENCE**

- Bachelor degree or diploma in business/human resources, or employee relations.
- Completion of a CPHR designation is an asset.
- 3-5 years related work experience with at least one (1) year supervisory type experience.
- Working knowledge of relevant HR legislation, and the principles and practices of overseeing HR programs.
- Proven experience implementing best practices in a variety of HR functions including: recruitment, benefits administration, employee relations, and health and safety.
- Knowledge of systems, resources, and tools used in HR information management.
- Adept in the use of applicable Office applications (Word, Excel, Outlook, Power Point, iManage).

### **SKILLS & ATTRIBUTES**

- Proven excellent interpersonal skills.
- Excellent communication skills both written and verbal.
- High level of self-confidence and organizational skills.
- Strong eye for detail.
- The ability to work both collaboratively in support of colleagues as well as work independently.
- Strong work ethic and a highly focused sense of initiative.

- Sound judgement and fact based decision making including the ability to handle sensitive and confidential information.
- A strong orientation towards delivering a superior standard of service.
- A proven ability to thrive in a fast-paced deadline-driven environment.

#### KEY COMPENSATION

A competitive salary and benefits package together with opportunities for personal and professional growth. We offer a matching RRSP Program, a fitness subsidy, an annual education/tuition allowance, and ongoing continuing educational seminars.

#### KEY CONTACT

To pursue this employment opportunity, candidates are invited to submit their applications to:

Singleton Urquhart Reynolds Vogel LLP  
Attention: Stephen Hinds

Email: [jobs@singleton.com](mailto:jobs@singleton.com)

Singleton Reynolds is committed to the principle of equality in employment standards and welcomes applications from all qualified individuals. We thank all applicants for their interest; however, only those short-listed and selected for interviews will be contacted.