

Job Profile

Title:	HR Generalist	Category:	Excluded
Reports to:	Manager, Human Resources	Group:	Human Resources
Direct Reports:	None		

The Mission and Vision of the Victoria Airport Authority (VAA) are to provide a safe, secure, sustainable and efficient airport that creates prosperity for our region by connecting Greater Victoria with the world and to be the best airport anywhere.

VAA is an inclusive organization, focused on advancing Indigenous cultural safety, anti-racism, diversity, equity, and inclusion in our policies and practices. We are helping create an environment that addresses systemic barriers, biases and inequities that exist for First Nations, Inuit and Métis peoples, racialized individuals, individuals with disabilities and complex health conditions, immigrants, 2SLGBTQIA+, and other underrepresented groups.

Purpose
<p>Reporting to the Manager, Human Resources (Manager), the HR Generalist is a key member of the Human Resources team and contributes to creating an engaging, inclusive, and high-performing workplace aligned with VAA's values of People, Excellence, Integrity and the Community. This position is accountable for delivering a full range of HR services across the organization. The HR Generalist is a primary point of contact for day-to-day HR matters, supporting a wide variety of issues including organizational development, recruitment and selection, classification, compensation and labour relations including collective agreement and policy interpretation and staff training and development.</p> <p>The HR Generalist acts as a strategic HR partner by promoting and fostering a consultative and proactive problem-solving employee relations/labour relations approach and contributing to the overall strategic design and implementation of work processes that enable client groups to achieve their business outcomes.</p> <p>The HR Generalist contributes to the continual development of a positive and productive organizational cultural and employee experience and supports key aspects of the VAA confidential human resources management plan.</p>

Accountabilities

1. Builds effective partnerships across the organization by developing a strong understanding of departmental services and business priorities, and by supporting the development and implementation of business and strategic plans to maximize the potential of human resources. Promotes human resource strategies, corporate initiatives and services to facilitate understanding and cooperation.
2. Consults with departments on an ongoing basis to determine evolving human resource requirements. Analyzes requirements and develops strategies and options to enable departments to achieve required business objectives in addition to increasing accountability for HR processes. Provides coaching and advice to people leaders on the implementation and management of human resource strategies and evaluates and measures the effectiveness of selected strategies.
3. Supports talent acquisition activities by contributing to job postings, application screening, scheduling interviews and preparing interview materials. Advises and coaches people leaders on recruitment issues including effective internal and external recruitment and selection procedures, encouraging total compensation and fiscally responsible mindset, and the interpretation of the collective agreement obligations.
4. Provides advice, analysis, and support related to job classification, compensation, and job evaluation processes, including the development, review and maintenance of job descriptions; conducting job reviews and evaluations; preparing recommendations; and ensuring alignment with internal equity, collective agreement provisions and applicable legislation.
5. Provides coaching and advice within the organization in situations relating to employee and labour relations, including but not limited to interpretation of the collective agreement, the Canada Labour Code, the Occupational Health and Safety Act, and the Canadian Human Rights Act.
6. Participates in and/or assists the Manager, Human Resources with discussions with Union representatives at both local and regional levels to resolve issues.
7. Represents the organization during the grievance process, and employee disciplinary meetings by performing duties such as preparing a variety of documents, completing research and meeting with union representatives.
8. Participates as a member of the Employer's Bargaining Team, under the direction of the Manager, Human Resources, contributing to the Employer's bargaining proposal package, providing guidance, advice and assistance to support negotiations such as completing research and making language recommendations.
9. Supports employee training initiatives through methods such as making recommendations on departmental training programs and ensuring employee recurrent training requirements are completed.
10. Assists and supports updates to VAA policies and procedures within the area of Human Resources through methods such as evaluating and continually improving HR processes, policies, procedures, controls and systems, consistent with best practices, standards and operational/regulatory requirements and conducting research, evaluation and recommending solutions to improve performance, remedy problems and/or introduce new functionality.

11. Promotes a positive work environment and corporate culture within the VAA that aligns with corporate goals, values, and objectives in support of a positive reputation of the VAA within the community, sector, and industry.
12. Prepares and/or contributes to the development of a variety of human resources reports, presentations and components of the annual salaries and benefits budget
13. Maintains expertise in human resources management-related trends, best practices, strategies, techniques, operations and systems. Utilizes operational partner feedback to continually improve delivery of services. Supports the development of human resource related quality indicators in day-to-day operations such as continuous quality improvement.
14. Performs other related duties as assigned.

Job Requirements

Education:

- Professional human resources designation (CPHR) and a minimum of five (5) years of recent (within the last seven (7) years), related experience* OR
- A degree in a relevant discipline such as business administration or human resource management and a minimum of three (3) years of recent (within the last five (5) years) related experience.

Recent related experience must include:

- Providing coaching and advice to leaders in all aspects of human resource management programs and services including recruitment and selection, performance management, labour relations, terms and conditions of employment, leave management, job evaluation, compensation, rewards and recognition, training and development, and occupational health and safety for an organization of similar scope, size and complexity.
- Promoting a positive work environment through effective employee relations strategies and conflict resolution.

Other requirements:

- Must be eligible to work in Canada.
- Must be able to obtain and maintain Enhanced Airport Security Clearance as a condition of employment.
- Must be willing to work outside normal work schedule to meet operational requirements.

Knowledge of:

- Human resource management policies, standards, best practices and legal requirements such as employment labour relations and human rights legislation related to all aspects of human resource management including planning, recruitment and selection, performance management, labour relations, terms and conditions of

employment, leave management, job evaluation, compensation, rewards and recognition, training and development and occupational health and safety.

- Issues, trends and challenges related to all aspects of human resource management.

Skills and abilities:

- Excellent oral and written English communication skills, presentation skills and attention to detail when communicating.
- Demonstrated ability to develop and maintain positive and productive working relationships with a wide variety of leaders, employees, service providers, and members of the public.
- Ability to manage multiple priorities and consistently produce results within timelines.
- Proven analytical, problem solving and judgment skills.
- Ability to effectively use standard office software applications (e.g., MS Office Suite) and Human Resource Information Systems (HRIS).
- Ability to communicate financial and human resources-related concepts in a manner that can be understood by the audience.
- Ability to adhere to corporate standards pertaining to the confidentiality, privacy and security of information and records.

Approvals

Prepared by:	Julie Dobranski	Date:	December 31 2025
Approved by:	Michelle Cooper	Date:	December 31 2025