

## Job Posting

# EMPLOYER ADVISOR

We are seeking a motivated and detail-oriented individual to join the Board of Trade as an **Employer Advisor**. This is an excellent opportunity for a professional to develop significant expertise in disability management, human resources best practices, and employer advocacy.

Working closely with our experienced team, you will provide support to employers on a variety of workplace issues, ranging from assisting employers directly with inquiries, decision review support, public education, and policy development. Senior team members are available to provide ongoing mentorship for the role.

### Key Responsibilities:

- **Employer Focused Workers' Compensation Support:** The primary function of the role involves assisting in advising and advocating for employers on inquiries related to the *Workplace Health, Safety, and Compensation Act* and its associated regulations and policies. This primarily includes injury reporting, return to work planning, and employer assessments, but includes all aspects of the Act and its policies relevant to employers.
- **Decision Review Support:** Assisting employers with preparing documentation for WorkplaceNL Internal Review submissions, as well as assisting and/or providing hearing representation for employers before the Workers' Compensation Independent Review Board (WCIRB).
- **Occupational Health and Safety (OHS) Support:** Answering employer inquiries and providing employers with information on the *Occupational Health and Safety Act* and its associated regulations. Referring employers to further internal and external OHS resources, as required.

- **HR Assistance:** Provide general information on applicable legislative requirements to support employers on human resources issues such as disciplinary processes and human rights considerations. Provide employers with information in relation to the *Labour Standards Act*, *Human Rights Act*, and identify matters which may require an employer to follow up with legal counsel. Regular contact with governmental agencies/services is required.
- **Research & Analysis:** Conduct research into key aspects of legislative requirements and previous cases, and engage with employers directly to support decision reviews, prepare briefing materials, and support policy and statutory consultations.
- **Policy Development and Continuing Education:** Contribute to the creation of educational materials, as well as deliver educational programs to employers directly through information sessions, both virtually and in person.

#### **Qualifications & Experience:**

- **Education:** Completion of post-secondary education in **Business, Human Resources, Labour Relations, Political Science, Law**, or a related field are preferred, but other educational backgrounds would be considered with the correct skill set.
- **Foundational Knowledge:** General familiarity with regulatory frameworks and a strong interest in learning about legislative requirements and building advocacy skills.
- **Strong Communications:** Ability to deal with inquiries which may be complex, confidence in delivering information, and ability to tolerate dissent/disagreement with positions in review settings. Written and verbal communication skills are critical.
- **Research Skills:** Ability to conduct thorough research and provide key information to a variety of different audiences.
- **Experience:** While extensive experience in the field is not required, some previous exposure in the fields of human resources, policy research, or advisory support is necessary.

**Compensation and Benefits:**

- Competitive compensation structure.
- Comprehensive health benefits (Medical, Vision, Dental) via the **Chamber of Commerce Group Insurance Plan**.
- Group RRSP Benefits.
- Three weeks vacation to start.

**Requirements:**

- Some travel required within the province.
- Class 5 Driver's license required.

**To Apply:**

*Please send your résumé and cover letter in a single file, PDF format, by March 13<sup>th</sup>, 12:59PM (NST) to [jobs@bot.nf.ca](mailto:jobs@bot.nf.ca)*

*Any questions should be sent to:*

**Shane Hickey**

**Director, Employer Advisors**

[shickey@bot.nf.ca](mailto:shickey@bot.nf.ca)

*The Board of Trade encourages applications from all qualified individuals, including women, persons with disabilities, visible minorities, Indigenous Peoples, and individuals of any gender identity or sexual orientation. The Board of Trade is dedicated to fostering a positive, supportive, and inclusive environment. If you are contacted for an interview and require accommodations or alternative accessibility arrangements, please contact us to ensure your needs are met.*

*We thank all applicants for their interest. However, only those candidates selected for interviews will be contacted.*