



Advisor

Human Resources Department

Non-unionized position, temporary (one-year mandate)

Full time - 37.5 h/week

The Jacques Cartier and Champlain Bridges Incorporated (JCCBI) is looking to expand its team to oversee the management, repair and maintenance of Québec's road-traffic and active-mobility infrastructure.

Our community

JCCBI is a cohesive team with a united voice that connects through cooperation and a culture of mutual support and innovation to achieve its goals. Choosing a career at JCCBI means joining a network of experts who innovate and uphold the sustainability of Québec's iconic infrastructure. The goal of JCCBI's team is also to create connections that join one side of the Island to the other, promote human and economic activity in Québec, and help JCCBI experts converge their talents.

The benefits of working at JCCBI

JCCBI is a Crown corporation that provides excellent benefits, a work-life balance, and professional development opportunities. JCCBI is committed to workplace equity, diversity and well-being and organizes social and community activities for its community. Here are just a few of these benefits:

- Flexible hours.
- Hybrid schedules: 3 days a week in the office and 2 days of remote work.
- Federal public service defined-benefit pension plan.
- 15 vacation days (after one year of service), 15 sick leave days, and 5 paid personal days.
- Comprehensive group insurance program.
- Reimbursement of sports activity fees.
- Continuing education program.
- Partial reimbursement of monthly public transit pass or free parking.
- For electric vehicles, charging stations are available at preferential rates.
- Longueuil's offices near the Longueuil–Université-de-Sherbrooke metro station.
- Even more to discover!

Your mission

JCCBI is looking for an Advisor to help fulfill the mission of the Human Resources Department which is stated as follows: Our department supports employees and managers with openness so that everyone can thrive, develop and contribute their talents to the Corporation to make it an attractive workplace that is constantly evolving.

Main duties

Reporting to the Director, Human Resources, you serve as a general consulting partner. You mainly work closely with management and employees to support them in all aspects of HR management relating to work relations and work organization, recruitment, performance management, resource development and organizational climate management.

You provide professional advice and practical solutions for management's business needs to ensure a healthy work environment. You are in charge of support activities. You serve as a resource person for employees, offering a high level of professionalism and confidentiality.

- Support the Director on matters relating to your field of expertise.
- Advise, support, guide and work with managers, and provide the personnel management tools needed for various HR management programs.
- Support management in interpreting and applying collective agreements and grievance resolution procedures and arrive at compromises with union representatives to create a climate that fosters good relations with employees.
- Responsible for the two Labour Relations Committees.
- Develop tools and put together HR activities to support management in managing their personnel;
- Be in charge of staffing for positions at various levels and recommend recruitment strategies in keeping with decisions made by senior management.
- Manage the negotiation files for the trade workers' collective agreement renewal.
- Contribute to the preparation, analysis and research required for the renewal of the collective agreement for white-collar employees affiliated with the Canadian Union of Public Employees (CUPE), which expires on December 31, 2026.
- Analyze and actively take part in job assessments for union positions.
- Carry out analyses for workforce planning and retention (phased retirements, parental leaves, staff mobility, work-family balance), organizational structure and career guidance.
- Ensure compliance with our pay equity obligations.
- Take over performance management.
- Act as co-lead of the Equity, Diversity and Workplace Health and Wellness Committee (CEDMET), and take charge of the Equity, Diversity and Inclusion component.
- Analyze the issues, trends and developments in your area of expertise, and make recommendations regarding new guidelines and good practices in your field.
- Produce briefing notes and presentations on issues related to your field.
- Review and develop certain processes and procedures related to the improvement of the HR Department's administrative information systems and activities.
- Work with the HR team to solve problems.
- Advise managers in the performance of their duties, while ensuring that HR processes and procedures are adhered to.
- Participate and collaborate HR management relating to benefits package.
- Perform any other job-related tasks and duties.

Experience and education

- Bachelor's degree in industrial relations or human resources management.
- 5 to 10 years of experience in managing and coordinating human resources activities paired with at least 5 years of experience in a unionized environment.
- In-depth knowledge of the Microsoft Office Suite (Word, Excel and Outlook).
- Have excellent writing and communication skills in both official languages, French and English.

Assets

- Knowledge of generative AI tools such as Copilot and "prompt engineering."
- Experience in the public and parapublic sectors.
- Membership in the CRHA (Ordre des conseillers en ressources humaines agréées).

Key skills

- Ability to work in a changing, expanding environment while remaining client-focused.
- Proven ability in work planning and organization.
- Excellent interpersonal and communication skills with all hierarchical levels.
- Influential leadership.
- Ability to lead meetings and sound decision-making skills.
- Good teamwork, capacity for analysis and insight, thoroughness, adaptability to new concepts.

Specific work conditions

- The position may involve occasional travel to other offices or external locations, as needed.

Bridge your career. Take the first step to become an essential part of our community. Send your resume and cover letter to:

François Piché-Roy, President, Founder and Senior Consultant

PIXCELL - Leaders recruiting leaders

(514) 812-1099

francois@pixcell.co

Find out more on JCCBI's **Careers** page.

JCCBI is an equal opportunity employer. We encourage applications from First Nations people, women, racialized people, and people with disabilities. Our offices are also accessible for people with disabilities or functional limitations.