

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: HUMAN RESOURCES Level B2, Pay Grade 8

<b>LEVEL DEFINITION</b>	This is the fully qualified experienced level for human resource practitioners engaged in the application of all or most human resources programs in a (small) faculty/business unit within the University where the position has overall responsibility for unit human resource programs.
<b>TYPICAL RESPONSIBILITIES</b>	Positions require an understanding of all UBC human resources policies and how to implement these policies in an efficient and effective manner. May include: working with all levels of management to develop sound human resources management including case management; developing and implementing education and training programs, procedures and initiatives pertaining to health promotion, professional development, succession planning, or leadership skills, etc.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Exercises judgment and initiative in advising clients (department representatives/ individuals).  Expected to demonstrate initiatives by studying background material, preparing detailed reports and resolving matters independently that are considered moderately complex.
<b>SUPERVISION RECEIVED</b>	Works within objectives.
<b>SUPERVISION EXERCISED</b>	May manage clerical staff and provide guidance to junior professionals and clerical staff.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Minimum of four to five years of related work experience, or the equivalent combination of education and experience.