



Human Resources Consultant - (Permanent, Full-Time, onsite)

Position Summary

This position provides consultative and mid-level professional support across a broad range of human resource functions to ensure consistent, effective, and legally compliant delivery of HR programs and services within the Legislative Assembly Service (LAS). The position is responsible for advising and supporting LAS managers on recruitment, job design, classification, employee relations, and performance management, as well as contributing to the development and implementation of HR policies, programs, and frameworks.

Working closely with the Principal Director and in collaboration with the HR Advisor, the Consultant plays a key role in supporting organizational effectiveness through policy development, workforce planning, and the delivery of responsive, practical HR solutions. The role contributes to corporate HR initiatives, provides coaching and support to LAS leaders, and ensures human resource practices are aligned with strategic objectives, collective agreements, and legislative requirements.

Primary Responsibilities

This position functions as an internal support to management providing guidance, advice, education, and on-going support.

HR Consultative Services

- *Provide advice, interpretation, and coaching to managers on a wide range of HR matters including classification, job design, recruitment, performance management, accommodation and employee relations.*
- *Support the resolution of complex or sensitive workplace issues in alignment with legislation, policy and best practices.*
- *Advise on the interpretation and application of LAS policies, Board of Internal Economy directives, collective agreement (COPE and SGEU) and relevant legislation.*
- *Partner with client groups to translate operational needs into HR practices that are compliant, equitable, and aligned with organizational goals.*
- *Develop HR tools, resources, and templates to promote consistency and support client self-sufficiency.*

Policy and Framework Support

- *Contribute to the research, drafting and revision of HR policies, programs and frameworks (e.g., competency models, performance management, and employee engagement strategies).*
- *Conduct jurisdictional scans and stakeholder consultations to support evidence-based policy development and/or revisions to existing frameworks.*



Human Resources Consultant - (Permanent, Full-Time, onsite)

Workforce Planning and Organizational Effectiveness

- *Contribute to workforce planning initiatives including demographic analysis, succession planning, and capacity assessments.*
- *Support change management and organizational development initiatives by assisting with readiness assessments, stakeholder engagement and documentation.*
- *Facilitate workshops, planning session or focus groups to support organizational culture, engagement and alignment initiatives.*

Classification and Job Design

- *Assist with the development, revision and classification of job descriptions, including initial factor alignment and rationale drafting in accordance with the LAS classification standards.*
- *Provide guidance to manager on organizational structure, job hierarchy, reporting structures and workforce realignment initiatives.*

Project and Program Support

- *Lead or support time-bound HR projects aligned with the LAS Strategic Plan, such as HR analytics, competency framework rollouts or system implementation.*
- *Prepare briefing notes, summary report or presentations for Leadership or Executive Teams to inform decision-making.*
- *Support continuous improvement efforts by tracking trends, analyzing feedback, and suggesting enhancement to HR service delivery.*

Job Knowledge

The position requires a professional level of education obtained through a bachelor's degree in administration, human resource management, organizational development, or related field and supplemented with progressively responsible experience in the field of Human Resources. A Chartered Professional in Human Resources (CPHR) designation and/or graduate-level education in a relevant discipline is considered an asset.

The role requires comprehensive knowledge of human resource management principles and practices, including recruitment and staffing strategies, classification and job evaluation, performance management and employee relations, HR policy development and interpretation, change management and workforce planning, and leadership development. Change management certification (i.e., PROSCI) is considered an asset.

The position also requires a strong understanding of public sector HR principles, the ability to conduct jurisdictional scans and policy analysis, and experience in supporting strategic HR initiatives across diverse client groups.



Human Resources Consultant - (Permanent, Full-Time, onsite)

The position also requires working knowledge of applicable legislation and frameworks including the *Legislative Assembly Act, 2007*, *Public Service Act*, *Saskatchewan Employment Act*, Board of Internal Economy directives, relevant collective agreements (SGEU and COPE), and internal Legislative Assembly Service policies and procedures.

Employees of the Legislative Assembly Service are required to provide non-partisan confidential service to all Members of the Legislative Assembly.

A Criminal Record Check is required for this position.