



Board of Trade
34 Harvey Road
St. John's, NL, A1C 2G1
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Job Posting

EMPLOYER ADVISOR

We are seeking a knowledgeable and experienced individual to join the Board of Trade as an Employer Advisor. This role will support and guide employers on various aspects of Disability Management, Human Resources best practices, compliance, and advocacy.

The ideal candidate will provide expert advice on employment-related issues, assist employers with WorkplaceNL issues, including providing ESRTW support, prepare appeals documents, conduct research, and develop policies to support employer needs.

Key Responsibilities:

- Advise employers on all aspects of the Workplace Health, Safety, and Compensation Act, including Early and Safe Return to Work (ESRTW), appeals, and policy interpretation.
- Advise members on complex human resources and employment issues such as disciplinary action, terminations, and human rights concerns.
- Conduct research and cross-jurisdictional scans to compose briefing notes and position papers on workplace health, safety, and employment matters.
- Research and write advocacy-related communications, including crafting briefing notes and position papers.
- Prepare appeals for employers during the internal review and Workplace Health, Safety, and Compensation Review Division (WSCIRB) appeal process.
- Interpret and apply legislation and regulations related to Labour Standards, Labour Relations, Human Rights, and Occupational Health and Safety.



- Guide employers in the development and implementation of workplace policies, and employment handbooks.
- Develop and deliver training sessions for employers on WorkplaceNL-related topics and best practices.

Qualifications & Experience:

- Post-secondary education in Business, Political Science, Human Resources, Labour Relations, Disability Management, Occupational Health and Safety, or a related field.
- Knowledge of WorkplaceNL legislation & policy, Labour Standards, Occupational Health and Safety legislation & regulations, and Human Rights legislation.
- Experience in research, policy development, and advocacy communications.
- Strong analytical and problem-solving skills with the ability to interpret complex legal and regulatory frameworks.
- Excellent written and verbal communication skills, including experience in drafting quasi legal communications and policy documents.
- Experience in developing and delivering training to employers on workplace-related topics.
- Ability to work independently, collaboratively with diverse stakeholders and as part of a team.
- Experience providing advisory support considered an asset.
- Ability to provide OHS education as at certified trainer considered an asset.

Compensation and benefits:

- Competitive compensation structure
- Comprehensive health benefits from Chamber of Commerce Group Insurance Plan (Medical, Vision, Dental)
- Group RRSP
- 3-weeks vacation



To apply:

Please send your résumé and cover letter in a single file, PDF format, by March 10th at 5:00 p.m. to jobs@bot.nf.ca

Any questions should be sent to
Michael Young
Senior Employer Advisor
myoung@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.