

MAY 14, 2026

## HUMAN RESOURCES ADVISOR

**POSITION NUMBER:** 00021129

**POSITION STATUS:** Continuous, Full-Time

**DIVISION:** People and Culture

**DEPARTMENT:** Human Resources

**SALARY RANGE:** 9 – \$83,472 to \$2105,682

**UNION CATEGORY:** Excluded

**FLEXIBILITY PROFILE:** Hybrid

**LOCATION:** Montreal

Are you passionate about great storytelling, about exploring the issues that matter, about pushing the boundaries in new audiovisual experiences? So are we. As Canada's public producer and distributor, the National Film Board has been telling the country's stories and pioneering breakthroughs in virtually every field of audiovisual content since 1939. But to do this, we need a team that truly reflects the richness and diversity of Canada. If you'd like to be a part of this team—and part of the NFB's incredible legacy—we'd love to hear from you.

### SUMMARY OF DUTIES

Acts as an advisor and business partner to managers and supports them in applying HR practices in line with the NFB's operational needs. Actively collaborates in the development and implementation of HR solutions consistent with the NFB's objectives and in support of organizational performance and a healthy, inclusive and innovative corporate culture. Provides advice and personalized support to managers and staff in their client group in all areas of HR management: planning, performance management, change management, labour relations, talent acquisition and management, diversity and inclusion, etc. Advises managers in order to promote proactive management of their staff, in accordance with the NFB's philosophy. Is responsible for one or more specialized and interchangeable functional areas of human resources.

### MAIN RESPONSIBILITIES

- As an HR business partner, supports managers in analyzing sectors' needs and proposes tailored strategies in support of their operational and organizational objectives.
- Provides advisory services that are aligned with the needs of their client group in the areas of talent management, labour relations, organizational development, training, compensation and staffing.
- Collaborates in workforce planning exercises and in identifying key skills required to meet their client group's business needs.
- Contributes to organizational transformation by anticipating the HR impacts of projects and proposing proactive solutions.
- Advises and supports managers on issues and approaches to human resources management (workforce management, coaching practices, work environment, diversity and inclusion, etc.).
- Oversees and supports recruitment-cycle activities for their client group.
- Assists staff members in applying and complying with human resources policies, programs and procedures.
- Participates in the implementation of policies, initiatives and projects, programs and tools to support strategic priorities and HR plans, including change management.
- In collaboration with other team members, contributes to the evolution of the HR offer of service by proposing innovative and efficient improvements.
- Participates in developing new human resources programs and revising and improving existing programs or, where appropriate, takes the lead in these activities.
- Stays informed on best practices and recommends continuous-improvement initiatives consistent with overarching HR objectives.

## REQUIRED TRAINING, KNOWLEDGE AND EXPERIENCE

- University degree in Human Resources, Labour Relations or equivalent;
- Minimum of five (5) years of progressive experience in the field of human resources, including at least three (3) years as a generalist acting in an advisory role;
- Cultural diversity competencies and ability to communicate and interact effectively with different cultural groups;
- Ability to leverage previous experiences and unique perspective or expertise to enrich interactions and the NFB as a whole;
- Knowledge of MS Office (Outlook, Word, Excel, PowerPoint);
- Member of the ORHRI;
- Bilingualism in the official languages (French and English), both orally and in writing.

## SKILLS REQUIRED

- Ability to influence and form strong partnerships with managers to support overall business strategy;
- Good understanding of HR issues and ability to link them with organizational objectives;
- Good coaching and active-listening skills;
- Initiative, autonomy, adaptability; strongly oriented toward customer service and collaboration;
- Excellent ability to manage multiple tasks simultaneously, with an organized, meticulous, structured and rigorous approach to work;
- Excellent analytical, synthesis and problem-solving skills;
- Good written communication skills, and ability to write and edit documents clearly and concisely;
- Strong sense of discretion and confidentiality.

Qualified candidates who are interested in this position are invited to submit their application online, via the web page [Work at the NFB](#), by **BY MAY 28, 2026**.

*The NFB is committed to building a skilled, diverse workforce that's reflective of Canadian society. It promotes initiatives such as employment equity and encourages candidates to voluntarily indicate in their cover letter if they are a woman, a member of a First Nations group, Inuk, Métis, a person with a disability, or a member of a visible-minority group.*

*The NFB is also committed to developing inclusive, barrier-free selection processes and work environments. Feel free to advise us of any accommodation needs.*

*Please note that only applicants selected for an interview will be contacted.*