

JOB DESCRIPTION

Position Title : **Director of Human Resources** **Position #A003-24**
Dept/Branch : **Human Resources**
Reports to : **CEO**
Position Supervises : **Human Resources Assistant (2)**
Occupational Health & Safety Officer (1)

I. Position Summary

The position of Director of Human Resources provides leadership and guidance to the organization through effective, proactive management of its Human Resources ensuring a positive employee relations environment and constructive labour relations environment.

Reporting directly to the CEO as a member of the senior management team, the Director leads the strategic development, implementation, and evaluation of human resources policies and practices at the ORL.

II. Responsibilities

The incumbent is responsible for the development, influencing and implementation of Strategic Human Resource goals and objectives in keeping with ORL's Board direction and legislative and regulatory intent and compliance.

Additional key areas of responsibility include workforce planning and talent management; employee engagement; labour and employment relations; occupational safety; health and wellness; learning and development; human resource metrics and reporting.

Specific application of the responsibilities includes the following:

Strategic Leadership

1. Provides ORL-wide leadership and guidance in HR related areas.
2. Analyzes ORL data and performs environmental scanning to inform decision-making and leads the ORL in short- and long-range organizational planning and analysis of staffing requirements.
3. Ensures ORL's HR systems, policies, and practices are effective and sound.
4. Manages and administers the HR Budget.
5. Ensures ORL supervisors are well-equipped to handle HR issues, such as conflict resolution, attendance management, policy compliance, performance management, accommodations, recruitment, setting expectations, and discipline. Provides guidance, training and operational support to supervisors to assist in these matters.
6. Monitors job satisfaction and participates in the development of a positive working culture.
7. Effectively communicates with staff, the public, senior management and the ORL Board.

8. Creates effective liaison relationships with external agencies, including HR departments of large local employers, for the purpose of collaboration and knowledge-exchange.

Legislative and Regulatory Compliance

1. Maintains current knowledge of applicable employment, safety, and privacy legislation, regulations, and case law.
2. Ensures the ORL's HR policies and practices comply with applicable laws, regulations, and standards (including employment, safety, and privacy standards).
3. Maintains and revises the ORL's security manual in consultation with the Public Services department.
4. Ensures HR systems and record-keeping are consistent, thorough, organized, and in compliance with both in-house standards and legislative requirements.
5. Provides strategic guidance to the senior management team and assists in risk management.

Organizational Development

1. Provides strategic guidance on staffing structure, training, and development. Creates system-wide training plans, delivers training where appropriate, writes job descriptions, and identifies key competencies for staff.
2. Ties planning to customer outcomes and the goals of the ORL's strategic plan.
3. Develops effective HR policies and practices and monitors their application.
4. Oversees recruitment, performance management, discipline, and termination.
5. Analyses and reports on staffing data and compensation, providing forecasting and evidence-based advice to the senior management team.

Benefits and workplace accommodation administration

1. Oversees the administration of benefits plans and acts as the primary liaison with brokers and/or insurance providers.
2. Maintains current knowledge of available benefit plan options and ORL plan usage and provides regular reporting.
3. Maintains current knowledge of accommodation and disability provisions and oversees accommodations.
4. Oversees WorkSafe BC, long-term disability, and other such claims administration.
5. Prepares strategic recommendations for minimizing costs and maximizing the health and performance of the workforce.

Labour Relations Management

1. Administers collective bargaining agreements and acts as a key resource in their negotiation.
2. Leads joint union-management committee meetings and Joint Job Evaluation committees. In consultation with leadership team members, leads grievance resolution processes and the preparation for arbitrations, mediation or other third party dispute resolution. Forms, leads and/or participates in other subcommittees as necessary from time to time.
3. Performs investigations and effectively addresses or assists to address misconduct.
4. Administers contracts and employment standards provisions in the case of non-union employees.
5. Monitors the use of volunteers and ensures appropriate practices are followed.
6. Promotes and maintains a positive and effective labour relations environment in a manner consistent with the philosophy of the organization.
7. Other related duties of similar or lesser scope and complexity as assigned.

III. Competencies

The position incumbent possesses strong personal and organizational leadership skills including: integrity; character; courage, compassion, confidence; influence management; strategic thinking; organizational acumen; change management; communication.

The preceding competencies are complemented by a comprehensive management skill-set including: decision-making; budget management, time-management; risk-management; results-management; project management; conflict-management; team-building.

IV. Job Specification

1. Education

Undergraduate or graduate degree in Human Resources, Business, or a related field with an HR concentration.

Chartered Professional in Human Resources (CPHR) designation or working towards such designation is preferred.

2. Related Experience

Five (5) years of HR experience in a complex union environment, with at least 2 of those years in a leadership role. Experience with public libraries or non-profit organizations is an asset. Experience leading multi-locational organizations is also an asset.

3. Other Requirements

- In-depth knowledge of relevant legislation and regulations

- Ability to interpret and administer collective agreements and employment contracts
- Computer literacy in Microsoft Office and HR-related applications
- Participates in continued education and ensures skills and knowledge are up to date
- The primary work locations is at the ORL headquarters but the incumbent will be required to travel and use own vehicle (Employer-paid mileage).
- Valid B.C. Driver's license