

## People & Culture Consultant

1 YEAR CONTRACT, PART-TIME, SUNSHINE COAST



Are you an energetic, confident, and dynamic Senior Human Resources professional excited by the notion of helping a community-based organization as they level up their peopling strategies? Do you thrive in taking existing HR strategies and working collaboratively with other senior leaders to bring life and meaning to the plan? Are you based on the Sunshine Coast and looking for an amazing opportunity to work part-time to support this beautiful community? If your answer is yes, Sunshine Coast Community Services Society wants to hear from you!

Sunshine Coast Community Services Society is a community-based organization that has been providing services and supports to people on the Sunshine Coast since 1974. Our history is one of caring, commitment and flexibility. We are a non-government organization overseen by a volunteer board of directors, funded by government contracts, foundations and community donations. We employ more than 85+ professional staff, work with 175+ volunteers and provide services through more than 30 programs all along the Coast in four key areas - Community Action and Engagement; Together Against Violence; Child and Family Counselling; and Family, Youth and Children's Services.

We recently conducted a full audit of our people and culture function and are now seeking a part-time (3 days/week) Human Resources Consultant to lead us in the execution of the board-approved roadmap. The key areas identified for improvement are; People Services, Technology, Employee Retention and Recruitment. This contract role will also play a critical part in mentoring the Human Resources Manager to be able to effectively manage the function once this term contract is complete.

Sunshine Coast Community Services Society is aware of the significance of a diverse workforce in realizing our vision. We are dedicated to cultivating an inclusive culture that empowers every employee to achieve their full potential. We embrace and encourage diversity in all its forms, and our commitment extends to providing equal employment opportunities to qualified applicants without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or ability. The Society welcomes applications from all individuals and is ready, where able, to accommodate requests for support during all stages of the selection process, as needed.

### About you

You are a dedicated champion for community support organizations. In your role as a Senior HR practitioner, you excel in intricate, multi-stakeholder, fast-paced settings where your proficiency in change management is complemented by your capacity for making ethically sound, data-driven decisions. Leveraging your extensive experience, you skillfully execute strategic initiatives, unhesitatingly offering constructive feedback to ensure timely and high-quality completion of tasks. Your adept problem-solving abilities, coupled with unwavering integrity, underscore every decision you make, consistently prioritizing a best-in-class employee experience.

### About the position

The People & Culture Consultant (P&PC) will assume a dynamic leadership role, spearheading the implementation of the recently concluded People and Culture Audit. This position will oversee and steer all

human resource strategies to align with the broader people & culture plan of elevating the value of the P & C function. The P&PC establishes credibility through a deep understanding of the Society's HR purpose while crafting and executing processes and policies that enhance the employee experience in a positive manner. Leveraging demonstrated leadership skills, professional qualifications, and unwavering integrity, the incumbent articulates HR needs and plans to the Senior Leadership Team, ensuring optimal functionality and a positive impact on both current and prospective employees across all aspects of HR practices and operations.

This part-time consultant position necessitates the successful candidate's presence at the Sunshine Coast Community Services Offices 3 days a week throughout the project's anticipated duration of approximately 1 year. Given the non-employment status with the Society, this individual will not be eligible for benefits or vacation pay. However, flexibility is afforded in negotiating days and times worked, provided they align with and support the seamless execution of the project deliverables.

## Key deliverables

### People Services

#### *P&C Leadership*

- Establish the vision and mission for the employee experience
- Enhance the skills and ability to have crucial conversations
- Mentor and guide the team to effectively deliver best in class HR support services

#### *Role Clarity*

- Clarify roles and expectations for all levels of the organization – what does P&C do and not do
- Move the P&C function towards one of advisory not just administrative

### HRIS

#### *Leverage Technology*

- Assist in the full integration of a selected HRIS
- Ensure P&C decisions can be effectively made with accurate data

#### *Document Management*

- Ensure accurate file upload and ongoing filing systems
- Roll-out new system to all managers and staff
- Evaluate and revise filing as needed
- Ensure HR Manager is aware of how to manage e-files on an ongoing basis

## Retention

### *Employee Experience*

- Establish a vision for the employee experience integrating into the P&C practices.
- Enhance messaging so employees are clear what they can expect

### *Leadership Development*

- Identify monthly focused leadership skills development opportunities to create alignment.
- Establish micro-learning opportunities

### *Crucial Conversations*

- Up-skill all employees to know how to have crucial conversations
- Contribute to creating space for crucial conversation to occur

### *Feedback and Learning*

- Engage external consultants to conduct certain activities: SLT 360, ED Review, Exit Interviews, etc.

## Recruitment

### *Full cycle recruitment overhaul*

- Enhance language on all recruitment tools
- Provide role clarity for process with templates
- Coach hiring managers for upskilling with recruitment
- Enrich the creative in job postings and employee attraction

## In addition, this role will

### *Full cycle recruitment overhaul*

- guide and mentor an in-house P&C Manager to be able to maintain the aforementioned policies, processes and enhancements successfully
- act as the senior expert in all aspects for the day to day for the P&C Function
- sit on the Senior Leadership Team as the P&C representative
- provide ongoing support to a peopling structure grounded in a culture of a positive employee experience

## Qualifications and skills required

- A degree in Human Resources Management, Business Administration or equivalent.
- 10 + years of progressive Senior HR Management Experience with a minimum 7 years in complex employee relations
- An established dedication to a social justice framework.
- Deep knowledge of the BC's Employment Standards Act
- Demonstrated success in nurturing positive workplace culture, and building and maintaining

relationships.

- Experience in educating, and coaching staff.
- Skilled in conflict resolution, disciplinary processes, and workplace investigations.
- Experience in a unionized environment and nonprofit sector is advantageous.
- Excellent communication, conflict resolution, and problem-solving abilities.
- Previous experience working in a consultancy capacity, with an understanding of the uniqueness of this kind of relationship

*Please note*

This role requires the successful consultant to be able to work in-house 3 days/week at the Society's offices. While working from home may be a very occasional option, hybrid working is not available at this time.

A successful criminal record check must be completed to work with the Society.

## How to apply

If this sounds like you, we would love to hear from you. Please **email your cover letter and resume in a single Word or PDF file** to Shannon Okun at [shannon@reimaginehr.ca](mailto:shannon@reimaginehr.ca), being sure to include the position title in the subject line. This posting will remain open until filled, however we are looking to fill this position as soon as possible.

*We kindly ask that applications be sent by email only—no fax or mail applications please—and request that you do not phone. Due to the high number of applications we receive, only applicants selected for an interview will be contacted.*