

## Job Description

### Human Resources Manager

#### Summary:

The Human Resources (HR) Manager is a member of the Senior Leadership Team and works across all SCCSS programs, acting as an advisor to supervisors and providing leadership in HR regulations, procedures, and initiatives. This position requires a high level of team collaboration and the ability to work autonomously. Developing positive working relationships with colleagues and staff is key. The Manager supervises the Administrative Assistant- Reception and the Human Resources Assistant, and reports to the Director of Finance.

#### Key Duties and Responsibilities:

##### Human Resources

- Plays an active and collaborative role as a member of the Senior Leadership Team (SLT) to understand objectives, identify areas of opportunity and implement Human Resource initiatives needed to meet the Strategic Plan, the Risk Plan and emerging needs within the organization.
- Oversees the recruitment and hiring process.
- Recommends employee relations practices necessary to establish a positive employer-employee relationship and promotes a high level of employee engagement.
- Provides HR advice to senior leadership to support the positive resolution of employee issues.
- Provides guidance on recruitment, performance management, and termination of union and non-union staff.
- Provides advice and support to the Executive Director on sensitive HR matters.
- Develops and updates performance evaluation systems and plans and coaches supervisors on their use.
- Maintains awareness and knowledge of BC Employment Standards, Human Rights Legislation, BCGEU Collective Agreement and updates SCCSS policies and practices as legislation changes.
- Provides training to staff on HR and Health and Safety policies and practices.
- Annually reviews HR policies and procedures, identifying gaps and developing practices and initiatives to support compliance.
- Helps to ensure consistent application of policies and procedures.
- Develops an annual Human Resources monitoring framework that includes an annual plan, evaluation, report and recommendations for further development in the SCCSS HR department.
- Responsible for tracking and providing key performance indicator data to the PERT dashboard.
- Implements and maintains appropriate electronic and paper-based HR systems, tracking required documentation, including certificates, training, and professional development.
- Leads investigations into employee complaints and allegations made against employees.
- Makes decisions aligned with SCCSS vision, mission, values, using a participant-centred model of service delivery within a social justice framework.

##### Benefits/EFAP/DMI/WSBC

- Primary liaison with DMI for medical leaves and WSBC claims.
- Collaborates with DMI and SCCSS supervisors on return-to-work process.
- Primary liaison with benefits provider.
- Understands and communicates benefits to employees.
- Communicates with and supports payroll regarding impacts of benefits and leaves on payroll.

##### Health & Safety

- Provides leadership to the Health & Safety Committee.
- Provides advice on wellness and occupational health and safety operations and activities.
- Ensures ongoing compliance with Occupational Health and Safety regulations as they relate to both union and non-union staff.
- Works with Health and Safety chair and co-chair on annual Health and Safety plan, training and critical incident reporting.
- Stays current with Work Safe BC best practices and legislative changes.

#### **CARF**

- Every 3 years coordinates the ASPIRE leadership standards and is part of the CARF accreditation team.

#### **Other**

- Collaborates with SCCSS programs to enrich program delivery and fulfill our mission more effectively.
- Supports the vision, mission, and values of SCCSS including participating in organizational wide initiatives.

#### **Qualifications and skills required:**

- Relevant Post-secondary degree or Human Resources designation or equivalent combination of education and/or five or more years of relevant experience.
- Have or are working towards CHRP designation and membership with HRMA are assets.
- Understanding and commitment to a social justice framework.
- Excellent communication, conflict resolution and problem-solving skills
- Strong computer skills in Microsoft Office suite
- Excellent organizational and time management skills.
- Ability to lead, develop and supervise.
- Experience with an HRIS (Payworks) or willingness to learn.
- Self-directs and works independently with minimal supervision and demonstrates flexibility.
- Demonstrated ability to model appropriate professional, ethical and collaborative behaviours consistent with the responsibilities of this position.
- Knowledge of and ability to ensure that labour standards and WSBC regulations are followed.
- Strong understanding of best practices as it relates to recruitment and retention.
- Ability to develop and implement training.
- Ability to work collaboratively.
- Keen interest in learning.
- Experience working in a unionized environment is an asset.
- Experience working in the non-profit sector is an asset.
- Successful results of criminal records check.
- Access to a vehicle.

#### **Working Conditions**

- This position works in a typical office environment, with some time spent at various locations (indoors and outdoors) for different events and to provide support to staff.

#### **Physical Requirements**

- Sitting for extended periods of time and computer use.
- Lifting and moving of general office supplies and other related supplies/equipment.

#### **Organizational Relationships**

This position reports to the Director of Finance and supervises the Administrative Assistant- Reception, and the Human Resources Assistant.