



It is with much respect to the Lkwungen and SENĆOŦEN speaking peoples of the WSÁNEĆ, Esquimalt, and Songhees Nations, on whose traditional territories the Victoria Women's Transition House Society is located, that we make this acknowledgement with the expressed shared hope to live in communities free of intimate partner violence.

We are looking for an exceptional Human Resources Manager to join our team. This role is designed to support our staff and leadership team to effectively manage in a unionized, not for profit environment. Our HR Manager reports to and works collaboratively with our Deputy Director, Parm Kroad.

Victoria Women's Transition House is a vibrant, collaborative community of over one hundred people working towards our mission of ending intimate partner violence. At VWTH we value being approachable, forward thinking, flexible and collaborative. We have benefits for both full and part-time staff including, a full pension plan, paid time off, extended health and dental, and paid sick time and many more! We strongly believe a healthy, well supported team delivers the best services. We have built a team who works together and if this resonate with your values, we would like hear from you.

We are committed to recruiting a diverse workforce that represents the communities we serve, while encompassing the principles of equity, inclusion and diversity. We strongly encourage applications from persons of colour, Indigenous Peoples, persons with disabilities, people of all gender expressions and sexual orientations.

We appreciate your interest in working for us however, due to the high volume of applicants received, only the candidates that have been shortlisted will be contacted.

If you require an accommodation in order to participate in the recruitment process, please connect with our Human Resources Manager, Sharde Long at 250.592.2927 Ext. 224 for follow-up.



Internal/External Job Posting (Exempt)

Victoria Women's Transition House is looking for a qualified candidate for the following position:

Job Title	Human Resources Manager
Details of the Position	<p>This position provides HR and Labour Relations support to the agency's exempt and unionized staff. Working under the guidance of the Executive and Deputy directors, this position works with the leadership team to deliver full spectrum HR/LR support in alignment with the VWTH strategic plan and Collective Agreement.</p> <p>Including oversight of the eight primary HR functions of Labour Relations, Compensation and Benefits, Employee Relations, Organizational Development, Training and Development, Recruitment and Job Design, Occupational Health and Safety, and Strategic Human Resources Planning.</p> <p>Our ideal candidate will have a degree or a post degree diploma with a HR specialization. They will have 3-5 years related experience including 2 years' experience in a unionized environment.</p> <p>CPHR designation considered an asset.</p>
Job Description	Attached
Hours	35 hours/week
Starting Pay Rate	Exempt Management Grid
Benefits	As specified in the Management Benefits Plan
Start Date	As soon as possible.
Supervisor	Deputy Director
Additional Information	Satisfactory completion of a CRC is a requirement of the position.
Date Posted	July 31, 2021

Deadline for Submitting Applications:

Send Application to:

Sharde Long, HR Manager

100-3060 Cedar Hill Road

Victoria, BC V8T 3J5

or email to careers@vwth.bc.ca

Job Description

Job Title:	Human Resources Manager
Job Summary:	<ul style="list-style-type: none"> • Strong understanding of HR Practices and Administration as well as experience with unions and applicable legislation • Demonstrated commitment to the employer's policies as well as adherence to the highest ethical standards demonstrating accountability and integrity • Excellent planning, organizational, project and time management skills with strong attention to detail • Exceptional interpersonal and employee relations skills with the ability to cultivate genuine and solid working relationships at all levels • Ability to work independently and as part of a team while demonstrating ongoing commitment to team goals • Strong oral, written, presentation, dispute resolution and interpersonal communications, analysis and problem solving skills at all organizational levels • Demonstrated computer proficiency and working knowledge of typical HRIS applications • Flexible and willingness to carry out additional duties as required
Reports To:	Deputy Director
Key Duties And Responsibilities:	<ul style="list-style-type: none"> • Adhere to the constitution, philosophy, mission and values of the Society. <p>Employee Relations</p> <ul style="list-style-type: none"> • Communicate with stakeholders about human resources policies, procedures, laws, regulations and standards • Provide resolutions to employee relations issues • Support/ Coach managers with respect to HR/LR • Maintain and develop employee policies and procedures for both exempt and union staff to ensure compliance with relevant legislation • Develop and implement best practices • In collaboration with finance act as back up support to benefits administration • Maintain personnel files <p>Labour Relations</p> <ul style="list-style-type: none"> • Responsible for Labour Relations

- Responsible for resolving grievances, risk mitigation and advising management regarding the collective agreement.
- Collaborates with CSSEA
- Maintains a sustainable relationship with union officials and oversee the adherence to regulations as defined by the collective agreement
- Takes an active role in bargaining local agreements
- Provides mediation/ dispute resolution
- Manages grievances up to arbitration

Occupational Health and Safety

- Co-Chair the Joint Occupational Health and Safety Committee
- Manage return to work/ stay at work in collaboration with disability management provider and program managers
- Develops and maintains Health and Safety policies and procedures
- Oversees and tracks WorkSafeBC claims
- Ensures compliance with relevant health and safety legislation

Recruitment and Job Design

- Oversee Employee Life Cycle: recruitment, selection, onboarding, training, performance management systems, training and development, disability management, and off boarding
- Maintains and updates Job Descriptions for unionized and exempt staff
- Recruitment: develop commitment to diversity and equitable hiring practices in alignment with employer brand

Strategic Human Resources

- Maintain, implement and analyze various HR Metrics
- Engage in strategic HR planning both short and long term, ensure alignment with VVTH strategic plan
- Administrates annual employee engagement survey

Training and Development

- Able to provide needs analysis and identify training programs to meet needs
- Design, implement and manage basic training programs ex: respectful workplaces

	<p>Compensation and Benefits</p> <ul style="list-style-type: none"> • Follows JJEP • In collaboration with Executive Director develops exempt staff compensation structure <p>Organizational Development</p> <ul style="list-style-type: none"> • Supports organizational growth • Participates in strategic planning • Develops human resources practices in alignment with strategic direction <p><i>Other Duties as Required</i></p>
<p>Qualifications:</p>	<p>CPHR designation or equivalent considered an asset</p>
<p>Education Training and Experience:</p>	<p>Bachelors of Business Administration with a focus in Human Resources or a Post Degree Diploma in Human Resources</p> <p>Minimum 3-5 years work experience and at least 2 years in a unionized environment, preferably in not for profit</p> <p>Work experience in conflict negotiation and or mediation an asset</p> <p><i>Combination of education and experience may be considered</i></p>
<p>Job Skills and Abilities:</p>	<p>Demonstrated teamwork, leadership and supervisory skills.</p> <p>Demonstrated ability to provide beneficial recommendations to solve HR issues related to regulations, laws and policies</p> <p>Demonstrated knowledge of change management</p> <p>Ability to function independently and frequently under pressure, while managing multiple projects and deadlines.</p> <p>Ability to manage stressful, emergency and crisis situations.</p> <p>Ability to participate in meetings, conferences and other events outside regular working hours.</p>