

Job Posting



KAMLOOPS AND DISTRICT

Elizabeth Fry Society

Title	Human Resources Manager	Status	Full-Time
Location	Kamloops, BC	Hours	35 hrs/week
Schedule	Monday to Friday, 8:30AM - 4:00PM.	Posting Closing Date	August 25, 2023 or until hire
Compensation	\$70,000-\$80,000	Posting #	2023-16

At The Kamloops and District Elizabeth Fry Society (KDEFS), we are passionate about the cause we serve – building a just and equitable community where women, gender-diverse people, and families are supported and empowered to thrive.

We are recruiting a Human Resources Manager to join our growing non-profit organization, driven by feminist values.

The Human Resources Manager is a member of the senior management team, reporting to the Executive Director. The Human Resources Manager is responsible for oversight of the Human Resources function including recruitment and selection, human resources policies and procedures, supporting the set up and implementation of performance management and training and encouraging skill building and teamwork. The Human Resources Manager contributes to the success of the Society by assisting in the development, maintenance, and enhancement of positive working relationships with stakeholders, staff, industry partners, government, and community.

Key Responsibilities

- Develops a staffing recruitment and retention plan.
- Leads development, implementation, and continuation of a succession planning process for key positions.
- Finds qualified candidates to fill open positions and sits on selection panels as requested or when appropriate.
- Develops and maintains HR and staffing reports, organization chart, and HR/personnel files.
- Establishes community engagement practices in relation to recruitment for the Society.
- Utilizes Payworks software to track employee data.
- Provides guidance, advice, and support to managers with respect to HR and LR matters
- Represents the employer regarding LR issues and consults with Community Social Services Employers' Association of BC (CSSEA) as necessary.
- Conducts HR investigations, maintains appropriate documentation.
- Addresses and resolves grievance and incident reports.
- Responsible for the employee compensation and benefit plans and systems.
- Liaises with Finance to ensure staff are compensated accurately and employee payroll files are up-to-date and accurate.
- Collaborates with Finance Manager on LTD leave reporting and management, annual pension reporting, and annual payroll reporting.
- Manages and maintains performance review processes and guides managers and staff as necessary.
- Manages office administrative staff.
- Completes, reviews, and submits WorkSafeBC documentation and claims in a timely manner and represents employer at claims hearings.
- Leads organization wide JOHS committee and manages outcome deliverables.
- Promotes health and wellness initiatives.

- Manages the Learning and Development plans.
 - Develops and implements human resources strategies and work plans aligned with strategic goals, objectives, and priorities.
 - Ensures human resources policies, practices and procedures comply with the Commission on Accreditation of Rehabilitation Facilities (CARF) accreditation standards.
 - Performs other related duties as required.
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Requirements

- Completion of post-secondary education in Human Resources or Industrial Relations or other relevant disciplines. CPHR Designation preferred.
 - Minimum of five (5) years of recent related experience, preferably in a non-profit or public sector, CARF accredited organization.
 - Experience in managing Human Resources within a unionized environment an asset.
 - Experience managing a pension plan is an asset.
 - In-depth working knowledge of HR programs and services, applicable legislation, and policies (Labour Relations Act, Employment Standards Act, Occupational Health & Safety and Human Rights Code).
 - Or an equivalent combination of education, training, and experience.
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Skills and Abilities

- Demonstrated ability to build professional, productive, and supportive relationships with all staff and community stakeholders.
 - Demonstrated ability to be creative in exploring solutions to a variety of HR and LR issues.
 - Strong organizational skills, ability to prioritize multiple tasks that require attention.
 - Dynamic and action-orientated to meet deadlines and provide solutions that are effective.
 - Experience with Payworks HR module or other HR software.
 - Demonstrated proficiency with various computer programs, including Microsoft Office programs – Word, Excel, Outlook, PowerPoint, SharePoint
 - Excellent interpersonal, facilitation and communication skills – written and oral.
 - Demonstrated ability to work independently.
 - Strong analytical, problem solving and decision-making skills.
 - Demonstrated ability to guide or coach managers in understanding HR and LR issues to help them make effective decisions.
 - Ability to lead, manage and motivate staff.
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Our Commitment and Additional Information

- KDEFS offers a competitive salary and flexible work hours.
- This position is open to all genders, races, ethnic backgrounds, and religious beliefs.
- We are committed to being an equal opportunity employer with an employee group that reflects the cultural diversity of the community.
- A criminal record check and search under the Criminal Record Review Act is required.
- Any criminal record check expense will be reimbursed upon starting employment.
- Must have a valid BC driver's license and access to a vehicle
- Ability to work flexible hours and, where required, extended hours to meet operational needs.
- Only qualified applicants will be invited to an interview.

Interested candidates must submit a cover letter and resume to hr@kamloopsefry.com.

If you need any assistance or accommodations throughout the application process, contact the HR Department at hr@kamloopsefry.com so we can better support you.