

JOB POSTING

| | | | |
|-------------------|-------------------------------------|----------------------|----------------------|
| Job Title: | Human Resources Director | Status: | Full time |
| Location: | New Westminister | Posting #: | 23-158 |
| Hours: | 40 hours/week | Closing Date: | Oct. 22, 2023 |
| Schedule: | Monday-Friday, 8:30am-5:00pm | Annual Rate: | \$118,185.60 |

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

With a main office located in the unceded, traditional territories of the Coast Salish peoples in what is now called New Westminister, this is a meaningful opportunity to join the Executive Leadership Team of an impactful and highly regarded not-for-profit organization that delivers a wide range of programs and services across Metro Vancouver and Victoria, British Columbia.

Please note that experience in managing HR functions in a unionized and non-unionized environment is essential.

We are recruiting a Full-Time, Human Resources Director. Reporting to the CEO, and as part of the Executive Leadership Team, this position requires a seasoned leader with an understanding of the not-for-profit sector, the importance of discretion and strategic decision-making skills. The Director serves as a mentor and leader and communicates with senior management to resolve issues and manage projects. Discretion, dignity, respect, opportunity, equity, and confidentiality are paramount given the values of EFry, and the Director of HR upholds these principles in all interactions. The Director initiates the development and execution of comprehensive HR strategies that support the Society's growth and goals. Implements and administers all human resources programs including high volume recruiting, employee relations, employee retention initiatives, compensation, benefits, training, performance management, labor relations, policy interpretation and collective agreement interpretation. The successful candidate leads from a positive and inclusive lens that encourages open communication, trust, engagement, and mutual respect.

Background

EFry is not only the oldest, and programmatically most diverse, but also the largest such society in the country. EFry has a long history as a social innovator and early adopter leading in the development of programs replicated by others provincially and nationally. EFry seeks through its programs, public education, and advocacy to apply an intersectional lens in reducing inequities for women who are criminalized or at particular risk of being so. All aspects of EFry's programs, services and operations are anchored in an organization-wide commitment to the values of dignity, equity, and opportunity as well as a commitment to advancing reconciliation and anti-racism in its governance and operations.

Today, EFry has 243 staff and more than 150 volunteers. It has succeeded in establishing women-only prisons, in-prison education and vocational training, standards for BC women in homeless shelters, recognition of gender responsive programming, community sentencing alternatives, advocacy, and support for the needs of children of incarcerated parents, and the intergenerational legacy of incarceration and homelessness. EFry provides support across the spectrum for marginalized woman-identifying individuals and their children at risk of criminalization or legal system involvement. As Indigenous woman-identifying individuals are disproportionately overrepresented in the criminal justice system, EFry also strives to provide culturally safe health and social services that recognize unique needs of Indigenous woman-identifying individuals and their children.

Working in a multifaceted and collaborative environment, the Director will ensure an open and transparent goal and outcomes among all parties, provides relevant strategy, planning and other important inputs in driving partnership initiatives and supporting the development and implementation of the Society's short- and long-term strategies.

KEY RESPONSIBILITIES:

- Actively partners with the senior management team in the establishment of the strategic direction for the business, including identification of organizational development needs and overall alignment of HR programs and systems to achieve business results.
- Manages all employee and labor relations issues and works proactively with management, employees, and the Union to ensure a productive and respectful workplace.
- Manages all grievances and participates in collective agreement negotiations.
- Oversees the HR department, fostering an environment of continuous learning, collaboration, and operational excellence.
- Ensures the efficient management of all HR files and documentation.
- Delivers full circle recruitment services including front end needs analysis, job postings, sourcing, interviewing and ensures new employee orientation and documentation processes are adequate to meet the needs of the organization.
- Leads the development and implementation of HR programs that will drive increased employee satisfaction, retention, and commitment levels.
- Provides coaching and resources to employees and managers with respect to career development, training, compensation, recruitment, performance management and employee relations programs.
- Drives in compiling relative HR metrics, analysis, and reporting.
- Oversees performance evaluation and recognition programs.
- Ensures compliance with all regulations, policies and procedures, applicable labour laws and legislation.
- Stay abreast of legal and regulatory channels related to HR, ensuring full compliance, and minimizing risk to the organization.
- In leadership with the Accreditation Manager, the Director inputs during the accreditation process and ensures all HR reporting and policies meet the standards of COA and are delivered in a timely fashion during the accreditation process.
- Performs other related duties as required.

QUALIFICATIONS:

- Degree in Human Resources Management and/or Business Administration or its equivalent.
- CPHR Certification.
- Minimum 5 years in HR leadership role in a unionized environment is an asset.
- Strong knowledge of labour relations and health & safety standards and regulations.

- Able to be self-directed, flexible in responding to changing needs, and multi-task while maintaining a high level of attention to detail.
- Strong understanding of HR management principles and proven experience leading HR within an organization along with the ability to coach and guide managers and supervisors.
- Experience with accreditation processes.
- Prior supervisory experience in managing multiple HR functions.
- Excellent presentation and organizational skills.
- Excellent communication skills – verbal and written and the ability to demonstrate empathy and active listening.
- Demonstrates commitment to the delivery of tasks and targets.
- Ability to be innovative and vision-oriented with demonstrated ability to undertake strategic planning and implementation.
- Ability to work well under pressure, handle multiple tasks, and change priorities within tight time frames.
- Proficient in MS suite products and ability to learn and master new software applications.

MANDATORY JOB REQUIREMENTS:

- Evidence of COVID-19 vaccinated status.
- Doctor's note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).
- A valid driver's license (Class 5) with a satisfactory driving record is an asset.

EFry is committed to creating an inclusive and equitable environment where all those participating in the organization are valued for their differences. We encourage and welcome applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, indigenous communities, diverse sexual and gender identities, various religious backgrounds, women, and those with disabilities. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Interested candidates must submit a cover letter and resume to hr@efry.com by no later than October 24, 2023, with the subject line HRD 23-158.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.