



Position Vacancy Posting

Position Title: Director, People and Culture	Competition No.: 23-06
Reports to: Executive Director	Salary Range: \$80,000 to \$85,000 per annum
Location: Nanaimo, BC	Employee Group: Exempt
Hours per week: 37.5 hours per week	Position Status: Permanent Full Time
Shift Schedule: Monday to Friday; 7.5 hour shifts	Anticipated Start Date: As soon as possible

Haven Society in Nanaimo is looking for an experienced HR Director excited to contribute their leadership skills as part of a dynamic team making a vital impact in the community. Haven Society is an anti-violence organization operating from feminist principles promoting the integrity and safety of women, children, youth and families. In this role you'll be responsible for fostering positive relationships among staff, volunteers and the employer and creating a positive workplace culture for everyone. As a senior leader, you'll participate in creating the strategic direction as it applies to people and culture both currently and in the future. While this is an exempt position, you will be working in a unionized environment, and union experience is essential.

What You'll Do

The Director, People and Culture oversees HR best practices and strategy execution within the organization, including but not limited to:

- HR Administration
- Employee & Volunteer Engagement
- Labour Relations
- Recruitment, Onboarding and Retention
- Performance Management
- Training
- Mentoring Managers

Who You Are

You demonstrate a high degree of emotional intelligence and have exceptional communication skills. You are articulate and demonstrate exceptional writing skills. You demonstrate a strong, confident presence that quickly creates rapport and builds trust with your team. You possess strong leadership skills and are skilled in performance management. Your professionalism is exemplary, and you have a strong work ethic. You understand what it means to walk the fine line between compassionately supporting and advocating for employees and delivering on the strategic goals and objectives of the organization. You love people and enjoy leading and working for an organization making a difference in the community is a motivational driver.

Your Qualifications:

- A post-secondary degree or Human Resources diploma with an HR focus, supplemented by at least 5 years of similar experience, or an acceptable combination of equivalent education, training or experience in related fields.
- At least 3 years' experience in a unionized environment with a strong knowledge of collective agreements
- Proven experience leading organizational leaders and supporting senior management
- Strong knowledge of Employment Standards, Human Rights, Accessibility and Occupational Health and Safety regulations
- Computer savvy and able to pick up new software quickly
- Current First Aid Certificate, including CPRC (can be obtained as part of the recruitment process)
- Valid driver's license and access to a vehicle
- A satisfactory Criminal Records Check for working with children and vulnerable populations

How to Apply:

Please do not drop off resumes in person (online only) and follow these instructions for submitting your application:

- Submit all documents in PDF format
- Provide a cover letter outlining why Haven Society is the place you want to work, and how your skills, experience and personal characteristics align with this posting.
- Indicate your salary expectations based on your experience
- Provide a resume outlining your experience and skills

Haven Society is committed to creating a healthy, inclusive, diverse and supportive workplace, and invites qualified, experienced candidates from all backgrounds and life situations to apply.

Additional Information:

Haven Society is a scent safe environment; all employees and visitors are asked to refrain from using or wearing scented products at Haven Society facilities.

REPLY TO:
Provide cover letter and current resume
recruitment@mysmarthr.ca

Date Posted: May 23, 2023

Closing Date: Open until filled