

Formerly Abbotsford Community Services

JOB POSTING #2024-94-06

INTERNAL/EXTERNAL

People and Culture

Associate Director

Wage: \$55.61 to \$58.95 per hour

Full Time: 35 hours per week, Monday to Friday

Permanent

Provide Leadership and Direction for People and Culture

Join the team at Archway

Come Help Us Help People

Location: Abbotsford

Hybrid

Job Summary:

The Associate Director of People and Culture provides leadership and overall direction to Archway's People and Culture employees as well as Archway's management to uphold and further Archway's mission, vision, and values. The Associate Director of People and Culture ensures the strategic development and risk management of policies and processes that address best practices in the recruitment, management and termination of employees and volunteers to support new and existing service initiatives. The Associate Director of People and Culture directly supervises and manages the performance of the Supervisor of People and Culture, the Health and Safety Advisor, and the Training Coordinator.

Your Role:

Archway's Associate Director with the People and Culture Program contributes by:

- Overseeing the management of People and Culture staff, program functions and initiatives.
- Providing consultation to directors, managers and supervisors around complex performance management and other complex employee relations issues.
- Ensuring compliance with all labour law and health and safety legislation both federally and provincially.
- Identifying and strategically addressing issues that affect the overall health of the organization; morale, effectiveness, turnover, absenteeism and productivity.
- Anticipating and identifying emerging issues, trends and problems that affect the policies and programs of Archway.
- Providing input to the agency's strategic and five-year plan.
- Providing regular updates, annual and quarterly reports and summaries to the Director of Internal Operations regarding workforce management.

- Managing performance including investigating incidents and managing disciplinary process up to and including termination of employees in consultation with the Director of Internal Operations and legal counsel.
- Overseeing the agency's training plans for essential trainings and other required trainings in order to meet CARF accreditation standards.
- Providing oversight to the Health & Safety Committee and Health and Safety Advisor.
- Reviewing Personnel and Health and Safety policies regularly.
- Supervising the P&C Supervisor, Training Coordinator and Health and Safety Advisor positions, providing coaching, support, feedback, development opportunities, performance evaluations and management, and approving payroll hours.

This position is a great fit for someone who has a strong understanding of human resource management principles, practices and procedures, of the non-profit sector community, and knows Employment Law, Human Rights legislation, and WorkSafeBC regulations.

Our Offer

- Wage: \$55.61 to \$58.95 per hour
- A permanent, full-time position at 35 hours per week, availability Mondays to Fridays.
- Benefits include:
 - Three weeks vacation in your first year; four weeks in your second year.
 - A great benefits plan including extended health and dental; you choose your plan.
 - Employee and Family Assistance Program that includes online access to wellness resources.
 - A pension plan; Archway meets your contribution.
 - Great in-house training opportunities.
 - Rewarding work in a positive environment.

Getting an Interview – you will be considered if you have:

- Bachelor's degree in human services, Business Administration, or a related field.
- CPHR designation.
- At least 10 years' working in Human Resources within a multi-service work environment.
- At least 5 years' experience in a senior leadership role.
- Prior experience leading and managing change.
- Prior experience developing and managing budgets.

The Job Requires you to have:

- Strong understanding of human resource management principles, practices and procedures.
- Strong understanding of the non-profit community services sector.
- Strong understanding of Employment Law, Human Rights legislation and WorkSafeBC regulations.
- Demonstrated ability to think critically, systematically, and analytically, taking a holistic approach to developing and implementing processes, policies, and practices across the agency.
- Demonstrated supervisory skills including coaching, mentoring, goal setting, problem solving, building relationships and trust, and creating autonomy and accountability.

- Strong computer literacy; able to use a variety of devices, software, and applications including Microsoft Office365 and virtual meeting platforms such as Microsoft Teams and Zoom.
- Demonstrated facilitation skills; able to effectively facilitate and lead in a variety of situations.
- Strong business writing skills including report writing.
- Clear understanding of Archway's purpose, vision, mission, values, and behavioural norms.
- Good budgeting skills; able to create, manage, and update budgets, and review monthly financial statements.
- Able to work effectively with individuals at all levels both internally and externally.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is November 07, 2024.

TO APPLY

Interested applicants are to reference **Posting #2024-94-06 in the subject line.**

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting #2024-94-06

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to jobpostings@archway.ca with DO NOT FORWARD TO OTHER PROGRAMS, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

We acknowledge that we gather on the traditional and unceded territory of the Stō:ló people. Stō:ló territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.

We invest in the mental health and wellbeing of our employees.