

# Job Posting: Human Resources Director

**Organization:** Community Living Victoria (CLV)

**Location:** Victoria, BC

**Position Type:** Full-Time, Excluded (Senior Management)

**Salary:** \$95,000 – \$110,000 annually

## About Community Living Victoria

Community Living Victoria (CLV) is one of the largest nonprofit service providers on Vancouver Island supporting individuals with intellectual disabilities.

CLV employs approximately 300 staff members who are dedicated to supporting individuals with intellectual disabilities. As part of the Hospital Employees Union (HEU) our large and diverse workforce enables us to deliver comprehensive services and foster meaningful inclusion throughout the community.

We are seeking a strategic, people-centered **Human Resources Director** who will lead our HR department, join our senior management team and contribute to the long-term success of our organization, our staff, and the individuals and families we serve.

## Position Summary

Under the direction of the Executive Director, the Human Resources Director plans, organizes, directs, and oversees all HR functions at CLV. This includes HR strategy, policy development, labour relations, training, leadership development, compensation and benefits and HR administration, and compliance with legal, regulatory, and collective agreement requirements.

The HR Director is responsible for ensuring consistency in HR practices across the organization, fostering a positive culture, and advancing CLV's mission, strategic objectives, and organizational sustainability through a data-informed, values-based approach to employee recruitment, retention, and excellence.

## Key Responsibilities

### Strategic Leadership & Organizational Development

- Lead development and execution of HR strategies aligned with CLV's long-term goals and mission.

- Oversee HR policies, workforce planning, talent management, and organizational growth initiatives.

## **Supervision, Mentorship & Leadership Development**

- Supervise and mentor HR team members, promoting professional growth.
- Lead Directors and leadership with performance management, succession planning, and conflict resolution.

## **Employee & Labour Relations**

- Manage grievances, arbitrations, investigations, and adherence to the collective agreement.
- Maintain proactive union relationships and lead HR/Labour Management Committee meetings.

## **Training & Development**

- Design, implement, and evaluate organizational training programs, with particular focus on leadership development, staff engagement and health and safety initiatives.

## **Compensation, Benefits & HR Administration**

- Oversee administration of compensation and benefits, ensuring clarity, competitiveness, and fairness.

## **Health, Safety & Compliance**

- Ensure compliance with OHS and WorkSafeBC requirements and lead Joint Health & Safety Committee work.

## **HR Data & Reporting**

- Oversee HR metrics, reporting, and data-driven decision making.

## **Workforce Planning & Recruitment**

- Lead hiring process for all staff; support staffing and casual pool management.

## Qualifications

- 7–10+ years of progressive HR leadership experience, ideally within social services, nonprofit, community health, or similar sectors.
- Experience working in unionized environments and leading collective bargaining.
- Strong knowledge of BC employment legislation, HR best practices, OHS, Worksafebc, and labour relations.
- Proven ability to lead HR teams and develop leadership capability across an organization.
- Expertise in training, performance management, and organizational development.
- Demonstrated success in fostering positive workplace culture and employee engagement.
- Strong communication, mentorship, interpersonal, and problem-solving skills.
- Post-secondary education in HR, Business Administration, or related field; CPHR designation an asset.

## Why Join CLV?

CLV is a recognized leader in the community living sector, with over 70 years of experience serving and supporting individuals and families in our community. As an inclusive and diverse employer, we are committed to fostering a welcoming environment where everyone can thrive, contribute, and feel valued. To learn more about CLV please check out our website at [www.communitylivingvictoria.ca](http://www.communitylivingvictoria.ca)

CLV offers:

- A mission-driven workplace dedicated to inclusion and community impact.
- Opportunities to shape culture, leadership capacity, and organizational growth.
- A Collaborative leadership team and supportive environment.
- Competitive compensation and benefits package.
- Municipal Pension Plan
- Extended health and dental coverage
- Employee Assistance Program (EAP)
- Access to professional development opportunities
- Wellness initiatives including a lifestyle spending account, supporting life work balance

If you are interested in joining CLV and making a difference, please send your cover letter and resume to Mike Jensen, Executive Director, at [mjensen@clvic.ca](mailto:mjensen@clvic.ca). We welcome inquiries and look forward to hearing from candidates who share our commitment to inclusion and community impact.