



# SQUAMISH

HARDWIRED *for* ADVENTURE

## Director of Human Resources

**Labour Relations, Strategic Planning, Training and Engagement....Have you got it all?**

This is an exciting opportunity for a dynamic Human Resources professional to complete our senior management team and bring their strategic leadership skills, professionalism and expertise to a team that is passionate about the delivery of human resources services to our top asset – *our people!* As an integral player on our senior management team, your expertise and guidance will be invaluable providing hands on leadership to the Human Resources team, as well as working closely with leaders across the organization to actively assist with the planning and achievement of organizational goals.

Leading labour negotiations and labour matters, employee engagement, development and training are at the core of our people strategy at the District. The candidate we are seeking has proven experience furthering employee development within an organization and implementing engagement programs that keep a workforce challenged and committed.

### *What we're looking for:*

- ❖ An expert at the labour management table; someone who has led and acted as spokesperson in collective agreement bargaining;
- ❖ A natural leader, who is comfortable sharing their knowledge and experience, and mentoring the Human Resources team to achieve service excellence;
- ❖ A strategic thinker and problem solver who can fulfill the role of bargaining lead and spokesperson for the District on upcoming collective bargaining negotiations;
- ❖ An innovative thinker who can spear-head the development and implementation of a Human Resources Master Plan comprised of a recruitment and retention strategy, capacity review, and workforce plan to take us through the next 10 years;
- ❖ A proponent of efficient service, who will successfully deliver on time and on (under?) budget, and for whom delivering outstanding service is second nature when collaborating with internal and external stakeholders;
- ❖ A forward thinker, who *Acts with Courage and Enthusiasm* to bring value that lasts *Beyond Today*;
- ❖ A people person, who wants to work with great colleagues, in a dynamic environment.

If you tick all of these boxes, and you have a degree in Human Resources, or a Law or Business degree together with Human Resources education and experience, as well as experience working at a senior management level in the HR field, you might be the next key member of our incredible leadership team.

**Who we are:** The District of Squamish is a progressive and growing community with a palpable positive energy and a strong focus on the great outdoors. Our friendly, small-town setting, spectacular natural environment, and world-class recreational opportunities offer an incredible live-work-play lifestyle that few places can beat. Bike, ski, sail, run, climb, hike, explore – in your own back yard. Use some of that time you will save on the commute to the Big Smoke for FUN!

We are a team of fun-loving yet highly dedicated and hardworking professionals who are committed to continuous learning, improvement, and excellence in service to our citizens - and so is our ideal candidate.

**Think you would be the perfect fit?** Then come and Deliver Outstanding Service at the District of Squamish! In addition to a competitive salary, the District of Squamish also offers a comprehensive benefits package, municipal pension plan, as well as a compressed work week which allows for an earned day off every second week so you can maximize that adventurous lifestyle. *A hybrid/flexible work from home arrangement may be considered in accordance with the District's Remote Work Policy.*

Please direct your application quoting competition #21-82 to:  
Human Resources  
District of Squamish  
37955 Second Avenue, P.O. Box 310, Squamish, BC V8B 0A3  
E-mail: [jobs@squamish.ca](mailto:jobs@squamish.ca)



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The detailed job description can be viewed at: <https://squamish.ca/yourgovernment/careers/job-postings/>

**Application deadline:** Until position is filled.

## External Job Advertisement

<b>Position:</b>	<b>Director of Human Resources</b>
<b>Status:</b>	Regular Full Time
<b>Work Area:</b>	Human Resources
<b>Posting Date:</b>	October 18, 2021
<b>Closing Date:</b>	Until position filled

## GENERAL SUMMARY

Reporting to the General Manager of Corporate Services, the Director of Human Resources leads the development of Human Resources strategies that align with the District's mission, vision, and core values. This position is responsible for the oversight and delivery of all Human Resources services to the organization and its employees. The Director is a key member of the senior leadership team and provides expertise, guidance and hands on leadership to the HR department, in addition to working closely with other managers and key leaders across the District to assist with planning and achievement of organizational strategy.

## KEY RESPONSIBILITIES

### Customer Service

- Contributes to the success of our team and creation of our community, by fostering the District of Squamish corporate values in their work: thinking beyond today, working together, acting with courage and enthusiasm, doing the right thing, and striving to do better every day.
- Follows the District of Squamish's Customer Service Guidelines to ensure the Delivery of Outstanding Service.

### Strategic Human Resources Management

- Leadership of the Human Resources Department which includes budget preparation and administration, and supervision of administrative and clerical support.
- Participates with other members of the senior leadership team in developing corporate strategy and objectives.
- Leads development of strategies and policies in all areas of human resources including employee development, succession planning, compensation, equity and parity reviews, recruitment and retention, organizational capacity, and future growth.
- Provides recommendations to Managers on interdepartmental matters, e.g. organizational design and development, corporate communications, customer service and strategic planning.
- Researches, develops and recommends progressive and innovative Human Resources best practices, policies and systems.
- Provides leadership and strategic advice on all matters relating to people practices and drives initiatives that address key business needs.
- Conducts research for special projects and prepares recommendations as required.
- Works with the Chief Financial Officer and the Benefits Consultant in managing Group Benefit Plans including annual renewals and periodic Request for Proposals.
- Leads and mentors the HR team with advice on day to day operational tasks and with focused special projects.

### Labour and Employee Relations:

- Interprets, administers and provides decision making expertise to all managers regarding the Collective Agreements to ensure consistent application of contract provisions.
- Acts as lead spokesperson for the Employer during Collective Bargaining; researches and prepares relevant support information for use in contract negotiations, advising the CAO and other managers, as appropriate, on strategy for negotiating collective agreements.
- Provides leadership to the Labour Management Committee, with particular emphasis on development of and support of the program as intended by legislation but more importantly as one vehicle for maintaining a positive and productive relationship with the Unions. Serves as lead management representative on the Labour Management Committee.
- Assists Managers with employee grievances, arbitrations and related formal disputes regarding provision of the



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## Collective Agreement.

- Guides managers to ensure that employee policies are interpreted and followed consistently throughout the organization.
- Provides subject matter expertise in human resources law.
- Provides complete employment contracts for CAO approval and oversees recruiting system in terms of meeting applicable law and collective agreements.
- Provides advice, guidance and leadership and ultimate decision making when required to Managers on all aspects of employee relations including appropriate strategies to address individual staffing issues such as performance management, attendance management or behavior modification through progressive discipline.

## Employee Attraction, Retention & Engagement

- Oversees development of employee attraction and retention strategies and recruiting best practices.
- Leads the HR team to oversee the full employee lifecycle and all programs and processes that supports employee development.
- Provides leadership and guidance on the development and implementation of innovative onboarding and orientation programs.
- In conjunction with other members of the senior leadership team, determines corporate staff training and development needs including succession planning, and develops strategies for addressing them, either through arrangements with external service providers or by designing and delivering training programs.
- Provides recommendations on goals, objectives, policies and programs related to a full range of human resource functions such as employee recruitment, selection and retention, development and evaluation; health and safety; and labour relations and compensation, including salary administration.
- Creates and leads the implementation of a system to provide opportunities for and where required mandatory participation of employees in relevant professional development activities.
- Advises, guides and assists managers and employees in a variety of activities such as resolution of interpersonal conflict including training and coaching managers when necessary.

## Occupational Health and Safety:

- Provides leadership to the occupational health and safety program, with particular emphasis on development of the training, policies and procedures which support the program, and comply with applicable legislation.
- Participates as a Management representative on the Joint Health and Safety Committee when necessary.
- Supports the HR Advisor in their role as liaison to WorkSafe BC.
- Leads HR Team to implement long term claims and attendance management programs.

## REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Proven leadership in a local government environment, including experience implementing Council Strategy and corresponding corporate plans.
- Proven ability in creating effective systems to manage work flow, and leading a high performing team.
- Proven experience leading preparation, and leading collective bargaining and labour negotiations.
- Proven experience developing human resources strategies and policies.
- Proven experience managing employee performance, both union and exempt.
- Comprehensive knowledge of applicable legislation and regulations that govern employment in the Province of British Columbia including the Workers Compensation Act.
- Comprehensive knowledge of the principles, standards and practices of HR and labour relations.
- Knowledge of group dynamics and excellent facilitation, conflict resolution and negotiation skills.
- Excellent interpersonal and communications skills and ability to deal with people in a professional manner.
- Excellent organizational skills.
- Strong analytical and problem solving skills.
- Ability to work both independently and as part of a team.
- Ability to prepare narrative and statistical reports relative to a wide variety of administrative, technical and human resources related matters.
- Ability to prepare and administer budgets.
- Ability to clearly present written and verbal information; communicate effectively in both positive and negative circumstances; listens well. Possesses superior presentation skills.
- Ability to handle a complex and varied workload in a flexible manner, often under pressure.



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- Proficiency with computerized office applications including an HRIS system.

## **REQUIRED TRAINING, EDUCATION AND EXPERIENCE**

- Seven years' progressive experience in a Human Resources generalist role with five years of senior management experience leading Human Resources in a unionized environment.
- Local government experience an asset.
- Valid BC Class 5 Drivers License
- Bondable

### **AND**

- Completion of a University Degree program in Human Resource Management or Business Administration or a related discipline
- CPHR designation or ability to obtain CPHR designation

### **OR**

- An equivalent combination of education, training and experience

**Hours of Work:** Monday to Friday, 70 hours bi-weekly with a compressed work week (9 day fortnight).

**Compensation:** A competitive salary based on experience and includes an excellent benefits package as well as a compressed work week.

This is an exempt position, and is excluded from the Union.

### **Please Direct Your Application (Quoting Competition #21-82) To:**

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