

ST. VINCENT DE PAUL OF VANCOUVER ISLAND



Job Description Human Resources Manager

Organization Overview

The Society of Saint Vincent de Paul of Vancouver Island (“the Society”) has been supporting people in need on Vancouver Island since 1916. Focused on impacting the lives of people affected by poverty, the Society offers emergency relief services while maintaining a focus and commitment to addressing the root causes that contribute to poverty in our communities. Through a variety of programs, the Society provides support through affordable housing, a food pantry, home visit program, day program for persons with developmental disabilities and thrift stores providing clothing and household items to those in need, to name a few.

Position Overview

Under the support and leadership of the Executive Director, the Human Resources Manager will play a multifaceted role, offering comprehensive Human Resources (HR) support to the Society. Serving as a trusted advisor and collaborator within the leadership team, the HR Generalist will champion and oversee the implementation of best practices, providing guidance to leaders and team members. Responsibilities will include a broad spectrum of HR functions, including the development and implementation of HR policies, managing employee and labor relations, overseeing recruitment and onboarding, facilitating training and development, conducting performance management, and enhancing employee communications.

As a vital member of the senior leadership team, the HR Manager will remain current on the latest people management best practices. They will also track and analyze legislative, social and workforce trends offering valuable insights and recommendations to the Executive Director.

PRIMARY RESPONSIBILITIES

- Cultivating relationships within the Society, to be recognized as a trusted advisor, mentor, and cultural role model.
- Serving as the first point of contact for employee inquiries and concerns; providing guidance and support to the Society’s leaders and employees on a range of HR needs that cover the entire employee life cycle from onboarding to offboarding.
- Leading the way in ethics, code of conduct, and Health and Safety matters, always exemplifying the Society’s policies.

- Acting as a change agent to effectively design and carry out the implementation of new initiatives, programs and processes that promote the society's culture and vision.

Human Resources

- Leading and coordinating all recruitment related activities in partnership with the leadership team including developing job descriptions, conducting recruitment screening, scheduling interviews, and preparing and negotiating contracts and salaries.
- Ensuring the hiring process is fair and focused on the core values and cultural fit.
- Providing recommendations regarding recruitment and retention strategies.
- Organizing and conducting the onboarding process including initial scheduling, administrative setup, and first day orientation of new employees and volunteers.
- Engaging in conflict resolution, working with leadership, employees, and volunteers to resolve issues including managing the progressive discipline process when needed.
- Overseeing and tracking employee training, monitoring certificates for upcoming renewals and identifying opportunities and gaps in training.
- Managing and maintaining the Society HR calendar which includes scheduling performance evaluations, employee training, and anniversary dates.
- Contributing to team building, employee motivation and morale by performing related best practices and maintaining effective communication channels, organizing employee events, including training sessions, ensuring positive employee-employer relationships.
- Preparing employee surveys, analyzing, and communicating results to leadership, and supporting action plans to address findings.
- Monitoring changing employment and compensation regulations to ensure all HR practices are legally compliant.
- Working in collaboration with employment lawyers/consultants as necessary to maintain the legality and up-to-date status of the Society's handbooks, contracts, and other HR materials.
- Maintaining accurate employee and society HR records and storing sensitive information and personnel records safely and in accordance with privacy laws.
- Working in collaboration with the Director of Finance and Executive Director to ensure the Society's compensation structure remains competitive.
- Managing special projects as required by the Executive Director.

Health and Safety

- Participating in the design, implementation, and management of health and safety programs to ensure a safe and healthy work environment.
- Supporting risk assessments and the implementation of preventive measures.
- Maintaining up to date knowledge of health and safety regulations and ensuring policy compliance.
- Developing and managing return-to-work programs for employees recovering from illness or injury.

- Collaborating with leadership and healthcare professionals to facilitate smooth transitions back to the workplace.

General

- Contributing to a culture of team building and continuous improvement including offering recommendations to improve the delivery of the Society's programs.
- Supporting continuous process improvements and participating in a variety of projects as directed.
- Participating in ongoing professional development including researching, building, and sharing HR and Equity Diversity and Inclusion knowledge of best practices, trends, and developments.
- Attending to all other related tasks, responsibilities, and projects, as needed, or assigned.

EDUCATION & EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration or a combination of education and human resources experience may be considered.
- Minimum of 3 years' recent Human Resources management experience in the not-for-profit sector or social enterprise setting is preferred.
- Chartered Professional in Human Resources (CPHR) candidate or designation an asset.
- Experience working in a unionized environment is an asset.
- Proficiency in Microsoft Office Suite.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of BC Employment Standards Act and other applicable legislation (e.g., Human Rights Code, WorkSafe legislation).
- Demonstrated leadership skills that build effective teams, motivate key employees, inspire confidence in others, coach and encourage success.
- Ability to build relationships, seek resolution in conflict and be effective in stressful situations.
- Maintains a high degree of discretion, integrity, and confidentiality.
- Demonstrated customer service focus.
- Ability to communicate effectively and meaningfully with diverse teams and individuals.
- Adept at managing tasks, planning events, and balancing priorities.
- Exceptional communication both written and verbal.
- Familiarity with health & safety programs, policies, and procedures.
- Strong collaborative and relationship-building skills.