



# Director Human Resources

Being a Delta Community Living team member means becoming part of something bigger. All team members play a role in supporting people with developmental disabilities reach their full potential by living and belonging in community. It is a unique opportunity to do valuable work while being your personal best.

Join our team as a full-time **Director of Human Resources** working 35 hours a week, Monday to Friday. The position offers a competitive salary and benefits package, 4 weeks vacation, professional development opportunities, and participation in the Municipal Pension Plan. (Note: MPP has the option of being transferrable if the successful candidate is already registered in the plan).

The Director of Human Resources reports directly to the Chief Executive Officer and has oversight of the HR strategy and department, ensuring people programs reflect leading practices that support's the Society's mission, vision, values and strategy.

## Who We Are

Delta Community Living Society is a person-centered, progressive and impactful non-profit organization. We help people with developmental disabilities reach their full potential by living and belonging in community. We do this by facilitating community connections, family supports, employment opportunities, and supportive housing options with a commitment to life-long learning, choice and self-determination.

## Director of HR Key Accountabilities

The mandate for the Director of Human Resources is to ensure people programs and services meet the needs of the Society. This position provides guidance to managers and supervisors in both union and non-union settings and works collaboratively with the larger leadership team to promote and advance the mission, values, and strategic direction of the organization. Key accountabilities include:

- Oversees the day-to-day operations of the Human Resources and Administration services; supervise and provide guidance to Human Resources' staff and the Receptionist.
- Leads the recruitment and retention program and ensures service delivery meets the needs of the Society.
- Develops and implements organizational strategies for effective labour relations, performance management, training and development, and employee engagement.
- Consults and supports leadership or designates in the performance management of direct reports through providing feedback, coaching, mentoring and advice on addressing performance issues. Conducts employee and service related investigations.
- Promotes the highest levels of workplace safety by maintaining and continuously improving a robust Occupational Health and Safety management system. Conducts internal and oversees external OH&S inspections, directs and chairs DCLS Joint Occupational Health & Safety Committee.
- Implements and monitors adherence to collective agreements, complaint management policies, employment standards and Human Rights code, OH&S Standards, Accreditation Standards, and Society Policy and Procedures.



## Skills & Qualifications

- A degree in Human Resources (or a related field). Chartered Professional in HR is an asset.
- 5-7 years of progressive Human Resources leadership experience working in both a unionized and non-unionized work environment
- Practical knowledge and application of BC Employment Standards Act, WorkSafe BC Regulations, Personal Information Protection Act, and other employment related regulations
- Practical knowledge and experience working with collective agreements, grievance procedure, mediation, conflict management and resolutions
- Strong knowledge and experience of HR programs and practices that support the employee life-cycle (i.e. attraction and recruitment; onboarding; performance management; learning and development; employee engagement)
- Strategic thinker with the ability to find creative and leading-edge solutions for current and future HR challenges and opportunities
- Excellent written and verbal communication skills
- Demonstrated ability to build trusted relationships with stakeholders
- Proven ability to lead, coach, develop and mentor staff and teams
- Able to analyze, interpret and apply information and make appropriate recommendations
- A strong sense of confidentiality, diplomacy and discretion
- Exceptional planning and organizational skills
- Hands-on knowledge of budgeting, administration, and reporting
- Computer-literate with advanced knowledge of Microsoft Office product
- A philosophy of service that reflects the organization's Vision, Mission, and Values

## How to apply:

This position is ideal for a seasoned HR professional with leadership experience in both a union and non-unionized environment who is passionate about making a difference. If this sounds like you, please forward us your cover letter and resume to [www.dcls.ca](http://www.dcls.ca) by September 27, 2022.

We thank all applicants for their interest; however, only short-listed candidates will be contacted for an interview.

Delta Community Living Society is an equal opportunity employer which does not discriminate against age, gender, ethnicity, sexual orientation, religion, or disability.