

OPPORTUNITY PROFILE

Executive Director, Human Resources



**VANCOUVER ISLAND
UNIVERSITY**

Location: Nanaimo, BC

January 2012

OPPORTUNITY PROFILE

THE LOCATION NANAIMO, BC

Nanaimo is a city of approximately 80,000 residents, located on beautiful Vancouver Island – a tourist destination blessed with the natural beauty of mountains, forests and seashore, a mild climate, and many opportunities for year-round outdoor sport and recreation. Nanaimo is close to the major metropolitan areas of Vancouver and Victoria, providing the best of all worlds to its residents.

THE ORGANIZATION VANCOUVER ISLAND UNIVERSITY

Known as a centre of excellence for teaching, applied research and learning, Vancouver Island University (VIU) is producing quality graduates in demand by employers across the country and around the world. With roots that date back to 1936 when Nanaimo's first vocational training school opened its doors, VIU shares a rich history and connection with its communities. It is this history and commitment to people that has provided VIU with a solid foundation on which it continues to grow.

In 2008, Malaspina University-College became a university under an amendment of the University Act and officially began operation as Vancouver Island University on September 1, 2008. The main campus of VIU is located in Nanaimo, with regional campuses in Duncan and Powell River and a campus centre in Parksville. VIU has evolved into a dynamic, internationally known university supporting a student population in excess of 18,000 full-and part-time learners, including 1100 international students, over 1000 aboriginal students, and employing over 2,000 faculty and staff. VIU proudly fosters student success, strong community connections, international collaborations, and provides access to a wide range of programs – academic, applied, career/technical, vocational and developmental – designed for regional, national and international students.

VIU is a dynamic and internationally respected university with a reputation for its Aboriginal-focused programs, for attracting international students, for leading-edge Coastal Resource Management programs, and for trades and technology programs. Located on British Columbia's spectacular West Coast, VIU offers both students and employees the opportunity to live and learn in one of the most beautiful university settings in Canada.

Vancouver Island University has developed the following Mission, Purpose, and Visionary Goal for the organization:

Mission

Vancouver Island University is a dynamic and diverse educational organization, dedicated to excellence in teaching and learning, service and research. We foster student success, strong community connections and international collaboration by providing access to a wide range of university and college programs designed for regional, national and international students.

Purpose

As a leader in providing high-quality learning, Vancouver Island University supports the well being of the people of Vancouver Island and coastal British Columbia by promoting a high quality of life for their communities through commitment to student success, community engagement and associated scholarship.

Visionary Goal

Through the promotion of excellence in learning, we inspire our students and the people of Vancouver Island and coastal British Columbia as a trusted educational partner in the search for sustainable cultural, economic, environmental and social prosperity.

THE OPPORTUNITY EXECUTIVE DIRECTOR, HUMAN RESOURCES

A key member of the senior management team, the Executive Director supports the development and execution of University-wide Human Resources strategies consistent with, and in support of, the University's integrated plans. Reporting to the Vice-President, Administration and Finance, the Executive Director, Human Resources ensures high quality human resources services are developed or provided, creating an environment which attracts, retains and motivates employees.

The Executive Director is responsible for the effective leadership, direction and management of all Human Resources functions, including: recruitment and retention, labour relations, succession planning and employee development, and occupational health, safety and wellness.

Key Responsibilities

Leadership/Management

- Plays a leadership role in the development and execution of University-wide Human Resources strategies consistent with and in support of the University's integrated plans;
- Provides coaching and advice on Human Resources issues. Supports operations to effectively manage Human Resources programs and practices at all levels;
- Maintains effective working relationships throughout the University;
- Develops action plans, communicates to staff and provides leadership to support change required to enhance employee satisfaction and engagement;
- Leads and directs the activities of the Human Resources department, ensuring effective services are provided in a positive, constructive manner;
- Ensures the development of effective information systems covering all aspects of the employment relationship including the development and maintenance of the Human Resources website, working collaboratively with the Information Systems and Technology teams;
- Provides the members of the Human Resources team with an environment where they can realize their potential and know they are supporting the University in meeting its mandate;
- Coordinates an effective recruitment and selection program to attract the best and most capable individuals;

- Provides leadership in creating an environment that will motivate and retain employees. This includes developing plans and executing strategies in succession, staff development and training, and staff reward and recognition programs;
- Provides leadership for the performance review process and related salary and wage administration;
- Develops and maintains a comprehensive compensation program inclusive of benefits for excluded staff members, supporting an environment where staff are valued;
- Responsible for return to work and employee relationship programs;
- Ensures the development and implementation of regular research and review of programs to ensure that the University is aware of and is in a position to respond to new and emerging trends in the Human Resources field; and
- Represents the University in provincial, regional and national forums, where Human Resources issues affecting employers in general and universities in particular, are discussed.

Labour Relations/Legislative Compliance

- Ensures compliance with collective agreements and government requirements (employee standards, employment equity, occupational health and safety, human rights and all other legislative matters);
- Responsible for employee and labour relations with an emphasis on identifying and solving systematic issues. Maintains strategic and strong relationships with Association and Union officials to ensure operational effectiveness and positive relations;
- Advises and counsels all levels of the University on employee/labour relations matters. Ensures that all levels of management are informed and prepared to administer the provisions of the collective agreements and guidelines for administrators;
- Ensure the preparation of analyses on strategic alternatives and recommendations for collective bargaining and is an active participant, often playing a lead or member role, on the University's bargaining teams during collective bargaining;
- Ensures the resolution of grievance and arbitration matters;
- Ensures that collective agreements and guidelines are implemented within the Human Resources department; and
- Liaises with legal counsel on liability and labour relations issues.

THE PERSON

Education, Training, and Experience

The ideal candidate will possess the following qualifications and experience:

- An undergraduate degree, masters' degree or a masters' degree in progress (preference will be given to candidates with a track record of ongoing professional development);
- Significant strategic leadership experience and solid business acumen gained through several years of related experience and a progressive career path including senior management accountabilities, preferably in a unionized public sector environment;
- An equivalent combination of education and experience may be considered;
- Knowledge of Human Resource practices in all areas with the proven ability to apply knowledge to meet the needs and challenges of a complex organization;
- Experience with recruitment, employment standards, collective agreements, bargaining, employee development, performance management, recognition, attraction/retention, organizational planning and communication; and
- Experience in change management including support of initiatives and programs, negotiation and dispute resolution/mediation skills, relationship influence and innovation abilities.

Key Competencies

Leadership Skills – A leader, motivator, and team player with presence, energy, and genuine passion. As a senior management position, the individual must be a strategic thinker and possess excellent written and verbal communication skills. The position is required to communicate with a variety of stakeholders, including senior officials within and outside of the University. He/she must also have highly developed “listening skills” that will be required when dealing with sensitive individual staff situations.

Human Resource Management - Possesses excellent human resource knowledge and interpersonal skills to work positively with faculty, staff, and unions. Is sensitive and caring with the ability to bring diverse individuals and initiatives together using strong negotiation and conflict resolution skills. Has solid computer skills and knowledge of Human Resource systems.

Visionary - Understands and interprets human resource trends and addresses issues and University challenges with clarity, energy, and confidence. A progressive idea person who encourages adoption of “Best Practices” and supports calculated risk taking. Has the ability to adapt to new and changing situations.

Customer Service Orientation – Exhibits a personal style that builds a service oriented, “value-added” Human Resources culture. Searches for alternative solutions to help satisfy customer needs. Relates to customers in a positive and friendly manner.

Negotiation Skills – Is a diplomatic and effective negotiator who works systematically towards “win-win” solutions.

Professional - Acts as both a leader and as an integral part of different teams. Possesses high ethical standards and an honest, open, and consistent approach to working with peers, employees, executives and Board of Governors. Demonstrates ability to, act both independently and as a team member, make decisions in a complex interdisciplinary environment.

Communication - Exhibits strong written, verbal, and presentation skills and is an active listener. Builds trust through demonstrated objectivity and consistency in all responsibilities. Gains the commitment of staff.

Pragmatic Decision Maker/Problem Solving Skills – Recognizes priorities and changing approaches. Shows common sense and intuitive judgment. Has great capacity for thinking analytically and evaluating complex business and human resources issues. Focuses on the solutions rather than the problems and has a well-developed sense of reasoning. Is able to make operational decisions.

Team Player - Understands and appreciates the effectiveness of working synergistically with others in the Division. Promotes cohesion and teamwork in seeking solutions and moving toward the future. Has a willingness to learn from others. A team builder, a team member, and a team leader. Is open and accessible.

Political Astuteness and Acumen - Demonstrates sensitivity to understanding of complex people issues and organizations. Shows a mature and common sense approach dealing with union negotiations.

Adaptability – Has an ability to adapt to new and changing situations. Enjoys and embraces new challenges.

COMPENSATION

A competitive compensation package will be provided including an attractive salary and excellent benefits. The details will be discussed further in a personal interview.

FOR FURTHER INFORMATION, PLEASE CONTACT:

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