

JOB DESCRIPTION

POSITION TITLE: Executive Director Human Resources/Payroll

REPORTING RELATIONSHIP:

The position reports directly to the President.

ORGANIZATIONAL CONTEXT: The College of the Rockies is philosophically committed to continuous quality improvement in the provision of educational and training opportunities. Strategic planning and operational practices are constantly scrutinized and revised to meet this primary objective. This dynamic environment challenges each individual to contribute to the organization's success through the exercise of entrepreneurial skills and team ethics.

MAJOR FOCUS: This position is accountable directly to the President for delivering an innovative and pro-active human resource and payroll management program to support the strategic and operational objectives of the College. The position provides leadership within the organization, to faculty, management and staff on all issues pertaining to human resources and payroll.

IMPACTS OF DECISIONS: This position plays a vital role as a significant contributor to the achievement of strategic objectives. Decisions impact the organization on many levels. Success of labour relations negotiations and on-going relationships with Faculty and CUPE members are also significantly impacted. The internal climate of the organization in terms of employee commitment and motivation, reflect ultimately on this position. Beyond the significant cost implications of staffing and labour relations decisions, there is also a financial impact related to the costs of the organization for employee benefits.

MAJOR ACCOUNTABILITIES:

The Director:

1. Participates in institution-wide planning, budget and policy development.
2. Provides leadership, advice and recommendations on organizational design, development and succession planning.
3. Develops, implements and monitors long and short-range plans, operating and capital budgets, policies, procedures and business plans for the Division that enhance or achieve required business or operational objectives that are aligned to the strategic and integrated plans of the College.
4. Manages the Divisional and other College wide human resource budgets, expenditures and allocations.

5. Oversees the design, development, maintenance and monitoring of human resource and labour relations practices throughout the College.
6. Oversees the development, maintenance and administration of all College human resource policies, procedures, collective agreements and other terms and conditions of employment.
7. Provides leadership and advice on the interpretation and administration of human resource policies, procedures, collective agreements and other terms and conditions of employment, government legislation, regulations and directives related to human resource management and collective bargaining.
8. Oversees the development and implementation, and/or contracts with service providers, for the provision of programs such as orientation, performance evaluation and management, team building, coaching and other leadership and employee development programs, retirement counselling and other offerings.
9. Is a lead member of College and/or sectoral negotiating committees by providing advice on bargaining strategy and objectives and on the preparation of technical and comparative information in support of collective bargaining.
10. Provides oversight and successful completion of human resource information and operational systems changes/upgrades, projects and collective bargaining; ensures reporting and liaison with the Post-Secondary Employers' Association and the Public Sector Employers' Council, as required.
11. Represents College interests in labour-management meetings and in disputes, including compensation appeals, grievance-arbitration or other disputes; facilitates the resolution of disputes, where possible. Consults with legal counsel as required.
12. Fosters effective communication and the development of effective employee/relations with all of the College's employees and with its two bargaining units and Administrators' Association.
13. Ensures the development and implementation of employee engagement surveys. Works with Employee Engagement Committee members to make recommendations to College policies and practices flowing from the results of the Engagement Surveys.
14. Oversees the development and implementation of employee recognition programs/events; coordinates regular reviews of recognition activities to ensure ongoing relevance and continuous improvement.

15. Ensures adherence to government, ministry, and College legal and regulatory requirements, policies and procedures related to human resources, collective agreements and other terms and conditions of employment.
16. Maintains knowledge of current developments in the various areas represented by the Department. Identifies human resource/payroll practices and resource trends that will affect the College in order to provide advice and guidance to the President or to work within the post-secondary human resource community to develop alternatives, minimize or enhance the impact or to develop common approaches.
17. Undertakes regular reviews of divisional services and implements appropriate follow-up actions.
18. Develops and maintains effective working relationships as a member of President's Council with all divisions, portfolios and regions; works closely with President's Council on human resource planning and provides human resource support throughout the organization.
19. Makes presentations and acts as a resource to the College's Board of Governors.
20. Maintains effective working relations with the Provincial Government, the Post-Secondary Employers' Association, colleagues at other institutions, other government, public and private sector organizations, consultants, legal counsel and contractors.
21. Develops the capability of the Human Resource/Payroll Department through appropriate hiring, supervision, engagement, training, job performance and development of staff. Leads, guides and motivates staff in maintaining performance standards and customer satisfaction levels.
22. Facilitates effective team interactions; serves as a role model; acknowledges individual and team contributions; takes an active interest in direct reports and builds positive relationships within and among the team.
23. Ensures that staff are familiar with the relevant health and safety regulations and receive proper instruction on safe work practices and accident prevention.
24. Participates on College of the Rockies committees and various ad hoc committees, teams and task forces.
25. Performs other related duties as assigned.

EDUCATION, EXPERIENCE, SKILLS AND ABILITIES:

The position requires a related undergraduate degree with a specialization in Human Resources and Labour Relations in order to provide labour relations advice and guidance to all levels of Management and serve as the lead member of the College bargaining team in collective bargaining.

Ten years of progressive human resource management experience, including five or more years in a management role and including experience in labour relations management.

Training and experience in conflict resolution is essential and a BC CHRP designation is preferred.

The position also requires excellent oral and written communication skills with the ability to establish and sustain relationships and rapport with internal and external stakeholders; the ability to negotiate and manage complex situations or projects and the ability to define and effectively implement operational change.