

Employment Opportunity

Position Title: Human Resources Manager

Department: Human Resources

Location: 2723 Quadra Street, Victoria BC

Remuneration: Commensurate with experience and qualifications

Start Date: As soon as possible

Position Number: 2018-157

Days/Hours of Work: Monday – Friday, 37.5 hours per week (weekends may be required)

Status: Regular, Full-Time

Posting Period: December 7, 2018 – January 15, 2019

Union: Exempt

JOB SUMMARY:

Are you a self-starter who brings creativity, knowledge, expertise and new ideas to work every day? Do you enjoy being in an exciting, dynamic and fast-paced environment providing strategic HR support? Then we have what you are looking for! We are looking for an energetic and dynamic individual with strong problem-solving skills and attention to detail to join our team.

Beacon Community Services is an award-winning and accredited not-for-profit organization that helps people and improves lives through a range of program and services as the sole provider of home support care in greater Victoria and the outer Gulf Islands.

The Human Resources Manager is responsible for all aspects of human resource oversight and strategy in the areas of HR strategy, recruitment and retention, employee engagement, occupational health and safety, and labour relations.

We offer the successful candidate a rewarding, stimulating professional environment, competitive salary and benefits, and the opportunity to support work that helps people and improves lives in a beautiful, internationally-renowned, small city known for its mild climate and the quality of its many cultural and outdoor activities.

Looking for more reasons to join our amazing team? Check out our [Why work for Beacon](#) page on our website!

DUTIES AND RESPONSIBILITIES:

- Lead the Human Resource department in key HR areas; advising of improvement opportunities to enhance organizational efficiencies and support of employees;
- Leads human resource practices, policies & procedures, disability management and Occupational Health & Safety;

- Ensures compliance with collective agreements, Accreditation Standards, Occupational Health & Safety Regulations and WCB Regulations;
- Assists in grievances, Labour Relation meetings and Collective Agreement interpretation;
- Manages and facilitates the delivery of the Early Intervention Program, Stay at Work/Return to Work Program (RTW) for excluded employees, and Duty to Accommodate (DTA) Process;
- Supervises a variety of human resource staff;
- Co-chair of the Joint Occupational Health & Safety Committee;
- Leads the organization in the Certificate Of Recognition (COR) (WorkSafe BC annual audit); being an internal COR auditor;
- Develops and delivers OHS educational programs and material to build a strong safety culture;
- Generates monthly statistical reports related to workplace absenteeism, return-to-work, and Long Term Disability;
- Leads and contributes to organizational wellness initiatives;
- Identifies opportunities to develop and implement new practices/guidelines to achieve business goals;
- Develops and maintains policy and procedures; including Health & Safety Management Program;
- Works with union; maintain strong labour relations;
- Performs other relevant duties as assigned.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Certificate, Diploma or Undergraduate degree from a post-secondary institution in human resources management, occupational health and safety or other related field;
- Minimum of 5-10 years of relevant HR and health and safety experience;
- CPHR designation would be an asset;
- Working knowledge of office administrative processes;
- Clear Solicitor General Criminal Record Check.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to support and lead a team;
- Ability to support management throughout the organization;
- Excellent organizational, communication and team-building skills;
- Strong knowledge of business processes, with the ability to identify and implement improvements;
- Familiarity with the not-for-profit sector and a union environment are definitely an asset;
- Strong knowledge and application of employment standards, collective agreements and other applicable legislation.

WE LIVE SAFETY!

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations. We are committed to continuously improving safety and *it is essential to this position*. We further support safety through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees.

APPLICATIONS:

All interested applicants can [Apply Now!](#) quoting the position number 2018-157. Please note only those applicants who are selected to continue in the recruitment process will be contacted.