



Director of People & Culture

The British Columbia Institute of Technology Student Association (BCITSA) is a non-profit student services and advocacy organization at BCIT with a mandate to enhance student life. Our programs and services are designed to benefit and support all students across BCIT's five campuses. Our vision is to unite the students of today into a strong and vibrant community while providing them with the best possible services to aid them in their success.

The BCITSA's Director of People & Culture is a pivotal, strategic role and a key contributor to positive organizational change.

The Position.

Reporting to the Executive Director, you will be responsible for the overall strategic direction and operational management of the Human Resources Portfolio. In doing so you will provide both strategic and hands-on leadership in developing, implementing and maintaining the BCITSA HR infrastructure, as well as leading the initiatives that support our business objectives. As a role model for our vision, you will ensure our strong employer reputation, steward our culture, and foster solid relationships to support a high-performance organization.

More specifically, your Key Accountabilities will be as follows:

- Develop, communicate, and successfully carry out the objectives of an HR Strategic Plan to support BCITSA's strategic and operational business goals
- Work in partnership with the Executive Director and the Senior Management team to ensure BCITSA's business objectives are met
- Assume responsibility for consistent and effective staff communications
- Lead and oversee all HR functions, including: workforce planning; full-cycle recruitment; orientation & onboarding; performance management; employee engagement & retention; training & development; change management; conflict resolution & termination; total compensation; policies & procedures; and general HR administration
- Oversee operational duties, including benefits, HRIS administration; general HR administration; employee files & records; health & safety; etc.
- With our objectives, culture and compliance in mind, provide both strategic and day-to-day advice and coaching to management and all internal stakeholders regarding our HR practices, employment law, employee relations, and other HR information
- Hire, develop, performance manage, lead, mentor and coach HR staff
- Develop, maintain and assume accountability for the HR budget

YOU. Our Successful Candidate.

With an open, engaging and credible style, you are an experienced and well-rounded HR professional who fosters and promotes teamwork, ownership and accountability in line with our culture and objectives. You are positive, innovative and resourceful with equal abilities to perform at the strategic level and be

enthusiastically hands-on. A natural leader and coach, you build and maintain solid relationships and facilitate exceptional communication between and with management, staff and students.

In addition, you must possess:

- Post-secondary degree or diploma in Human Resources, Business Management or a related field
- 7+ years of progressively responsible HR experience, at least 3 within a senior capacity
- Comprehensive knowledge and application of the various legislations impacting HR
- Proven ability to align an organization's culture with business objectives, as well as provide associated leadership, direction and influence
- Solid management coaching, consultative, facilitation, consensus-building and conflict resolution skills
- Proven background/ability to demonstrate development, implementation and leadership of all major HR infrastructure and initiatives
- Exceptional accuracy and detail, organization, efficiency and analytical skills
- Ability to exercise discretion, tact, diplomacy and good judgment
- Strategic, conceptual and analytical thinking, and strong problem-solving abilities
- Strong, confident presence with the ability to drive critical initiatives with a level and persistent demeanor and approach
- Provided you meet all of the foregoing, a CPHR designation and Canadian Payroll Association certification are considered assets

What You Get in Return.

We are a collaborative team of 120 employees who are focused on student advocacy, integrity and excellence. With a focus on continuous learning, growth and engagement, we have several long-standing and committed team members. You will work in a in a bright, open, and modern office environment on the Burnaby campus. We offer a competitive salary, vacation and benefits.