

VGH & UBC Hospital Foundation is Vancouver Coastal Health's primary philanthropic partner, raising funds for specialized adult health services and research for all British Columbians. We partner with donors to drive innovation and sustainable health care at VGH & UBC Hospital, GF Strong Rehab Centre, Vancouver Coastal Health Research Institute and Vancouver Community Health Services. Further information about the Foundation is available at [www.vghfoundation.ca](http://www.vghfoundation.ca).

The Foundation's Human Resources team is a full-service HR function, supporting the organization's people strategy through talent management, engagement, total rewards and health and safety programs and services. The department's strategic focus is ensuring that the Foundation offers an engaging and rewarding work environment to enable our staff to do their best work in support of our donors and partners. The HR team is both proactive and responsive to the needs of the Foundation and individual staff members. Additionally, the team provides leadership in the creation of best in class HR tools, practices and approaches.

### **Position Summary**

As a mid-career HR professional, the HR Officer is a key member of our small but mighty HR team. Our ideal mat-leave replacement candidate is seeking to grow their career in Human Resources in a collaborative, fast-paced environment. To be successful in the position, you need to have excellent organizational skills, keen attention to detail and a sensible approach to priority management and customer service.

Reporting to the Vice President, People & Organizational Development, the Human Resources Officer manages and delivers a range of HR programs and services to support the Foundation and its mission and strategic objectives while ensuring compliance with relevant laws and regulations. The Human Resources Officer develops HR processes, materials and tools that support core HR programs and services and responds to inquiries regarding the Foundation's HR policies and procedures. The role is regularly involved with all of the following areas of HR service provision: recruitment and onboarding, performance management, training and development, employee relations, compensation, benefits and health and safety.

The Human Resources Officer oversees the organization's recruitment function and is lead on our HRIS, analyses employee turnover and retention, addresses employee matters and acts as a primary contact with the benefits provider. The Human Resources Officer plays an active role in maintaining and improving employment policies and practices, as well as recommending changes for management.

### **Responsibilities**

#### *Recruitment*

- Manages the full cycle recruitment process, creates a recruiting and interviewing plan for each vacancy and identifies effective resources.
- Acts as a resource to hiring managers, providing both services and advice throughout during the recruitment process, reference checking, negotiating salaries with potential new hires while maintaining internal equity and preparing employment letters and related documentation

#### *Orientation, Onboarding and Offboarding*

- Implements and administers the company's onboarding and off-boarding programs, including facilitating the new hire orientation process and the probationary review process.
- Liaises with the IS and Finance teams in matters related to onboarding and offboarding employees.
- Ensures effective exit interviews and provides management with analysis and recommendations.

### *Performance Management*

- Manages the annual performance management process ensures all performance documentation is up-to-date and available, tracking completion.
- Ensures timely performance evaluations and appropriate actions. Assists with development/implementation of performance evaluation and rewards systems.
- Acts as a business partner and coaches managers in handling performance issues up to and including terminations, if necessary.

### *Employee Engagement and Employee Relations*

- Manages the employee engagement process ensures all presentations, reporting and planning are up-to-date and available, tracking completion.
- Acts as a business partner and coaches managers into interpreting and analysing the results, and facilitates action planning meetings
- Has an open-door policy to ensure availability to support employee relations and employees' needs across the Foundation.
- Conducts investigations when employee complaints or concerns are brought forth.
- Coordinates employee recognition activities.

### *Total Compensation*

- Compensation: Develops and monitors an annual salary budget; assists with the annual compensation review by calculating pay adjustments and preparing unique letters, distribution of letters; and completes compensation benchmarking surveys and assist in benchmarking positions against market to ensure competitive compensation meets organizations objectives.
- Benefits Administration: Administers benefits programs such as vacation, sick leave, and leave of absence; resolves benefit-related problems; and liaises with Payroll and Benefits service providers.
- Participates in the job evaluation process, analysing salary structures and recommending changes to ensure fairness and equity

### *Project Management/Data Management/HRIS*

- Project manages HR initiative/projects, including scope, planning, communication, implementation, budget management and measurement.
- Researches, compiles and analyzes data for special projects, reports, dashboards and decision support.
- Develops and executes communication plans for HR services and initiatives, including planning for the launch of new services and provisions
- Responsible for the implementation and maintenance of the Human Resources Information System including electronic personnel files.
- Produces reports and relevant HR data to compile statistics and information that is necessary to create HR metrics.
- Maintains current, accurate, confidential personnel records and filing system. Processes, verifies, and maintains documentation relating to employee records and personnel activities

### *Policy Development*

- Provides input to the development and implementation of policies and procedures. Drafts, revises, edits and proofreads policies, procedures and related documents as needed.
- Acts as a resource, providing advice, guidance and assistance to all management and supervisory staff on interpretation and administration of HR programs and policies.
- Researches information pertaining to policy development and makes recommendations based on best practices, legislation and understanding of business environment.
- Implements HR policies, practices, and procedures, and ensure compliance with legal laws and/or regulations as required.

### *Health & Safety*

- Actively promotes health and safety in the workplace by advocating for change and ensuring compliance. Acts as a resource by providing insight into WorkSafeBC and other applicable legislation in order to ensure compliance.
- Acts as a secretary of the Health & Safety Committee, and advises the committee in relations to WCB standards and legislation
- Plans health-and-safety-related training and development for the committee and Foundation staff
- Prepares WorkSafe reports, reviews incidents reports and performs workplace inspections as needed.

### **Qualifications and Experience**

- Post-secondary diploma/degree in business or human resources management or equivalent combination of education and experience
- 5+ years of relevant experience
- CHRP certification an asset.
- Broad knowledge of British Columbian and Canadian Human Resources theories, practices, legislation and resources.
- Awareness of evolving expectations, trends and technologies in HR
- Ability to make decisions independently under the broad direction of the Vice President, People & Organizational Development and using a variety of inputs to ensure the successful execution
- Strong reasoning skills with the ability to exercise sound judgment and articulate clear rationale for decisions
- Ability to prioritize and manage competing demands in a dynamic environment
- Outstanding verbal and written communication skills including the ability to train, facilitate and persuade others.
- Must possess tact, diplomacy, and proven ability to maintain confidentiality
- Demonstrated initiative and ability work independently and also to function as a team member
- Demonstrated ability to multi-task, prioritize and problem solve
- Strong customer service focus with the ability to build strong working relationships across the organization, gain the confidence of staff and managers and understand the work and needs of the unique parts of our business

- Advanced level computer skills with Microsoft Office
- Enjoys working in a varied, fast-paced work environment

This is a maternity leave coverage. Start date: January 2019.

## **TO APPLY**

Please send your resume and cover letter, with “**HR Officer**” in the subject line, by **Monday, November 19, 2018** to Stacey Huberman, Vice President, People & Organizational Development at **[hr@vghfoundation.ca](mailto:hr@vghfoundation.ca)**.