

Who are we?

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.

The People & Organizational Effectiveness Division sets and implements the Foundation's people strategy, partnering with business leaders to ensure the Foundation hires, retains and develops a diverse and engaged staff. In addition to delivering the full range of human resources (HR) activities, the division is also accountable for office and facilities management, health & safety, and front desk support. The Division is currently led by the Acting Associate Director, People & Organizational Effectiveness and supported by a team of five (HR manager, training manager, talent acquisition specialist, coordinator and office assistant).

What's the opportunity?

Under the leadership of the Manager, Human Resources, the Human Resources (HR) Generalist assists the team by delivering on a broad range of HR programs and services. The focus of the role is on providing business partnership across the Foundation, service to employees requiring more individualized employee lifecycle support and assisting the team in planning and delivering its many annual activities and projects.

Key Responsibilities

- Provides advisory support to employees and managers across the Foundation on the full range of HR matters, drawing in colleagues with greater or specialized expertise as required
- Takes the lead role in supporting individual employees through employee lifecycle events (e.g. onboarding, promotion, medical or parental leave, graduated return to work, retirement preparation)
- Supports the onboarding and offboarding of employees by holding planning meetings with managers, and delivering orientation sessions and exit interviews
- Assists with the planning and delivery of team projects and annual cycle activities, including the people projects that support the Foundation's strategic change initiatives (currently onboarding, recruitment, DEI and CRM training)
- Drafts job descriptions to agreed standards and actively participates in job evaluations, thereby helping to ensure transparency, equity and consistency across the Foundation
- Leads the planning and delivery of the Foundation's annual employee engagement survey and consequent action planning and reporting
- Supports the social committee in planning and executing activities that include a leadership or learning component, e.g. annual retreat
- Develops and maintains strong working knowledge of the Foundation's goals as they relate to its people and to the policies and projects that support them
- Develops and maintains strong working knowledge of the Foundation's employees (e.g. contracts, job levels, working arrangements, accommodations)

- Assists the team by acting as an emergency backup for front desk, providing basic reception support and responding to donor/visitor enquiries

What do you bring?

- Demonstrable experience in planning and delivering a broad range of HR activities and services to employees and managers
- CPHR designation, or significant progress towards it
- General knowledge of the professional field of HR, as typically evidenced by passing of the National Knowledge Exam (NKE) or demonstrating equivalencies through post secondary education
- Excellent interpersonal skills – empathetic and compassionate
- Effective forward planning and ability to anticipate needs and actions
- Strong project and process management skills
- Good writing and editing skills (in English), with the ability to tailor communications to the particular audience (e.g. employees, managers, PHSA partners, vendors)
- Understanding of when there is a need for accuracy and attention to detail and ability to deliver consistently on this
- Ability and willingness to quickly learn and exploit new applications (Smartsheet for collaboration, Salesforce as our CRM, SutiHR as our HRIS)
- Understanding of the theory and practical application of project management and change management
- Working knowledge of Microsoft Outlook, Word, Excel and PowerPoint

What do we offer?

This is a full time 12 month contract position, with the possibility of extension. The successful person can expect a competitive yearly base salary between \$63,215 and \$71,836, depending on skill and experience. Additional variable pay, benefits, flexible working arrangements, investment in professional development and subsidized access to fitness, cycling and parking facilities all contribute to a top-notch total rewards package. Start date: **as soon as possible**.

To apply

If you possess the qualifications and experience indicated, please email your resume and cover letter in a single pdf file, with your name and “HR Generalist” in the subject line and file name, **by midnight on November 27th, 2022** to hr@vghfoundation.ca

We welcome applications from anyone eligible to work in BC. We encourage applications from Indigenous people, people with disabilities, BIPOC and racialized individuals, people of minority sexual orientation or gender identity, and others who may contribute to the Foundation's organizational diversity and who share the Foundation's values.

As part of VGH & UBC Hospital Foundation’s commitment to the health and safety of our community, including our healthcare partners and donors, the Foundation requires all employees of the Foundation to be fully vaccinated against COVID-19.