

LANGLEY COMMUNITY SERVICES SOCIETY JOB POSTING

Job Title: Human Resources Manager/ Marketing
Department: Administration
Grid Level: Exempt Position
Hours: Part Time – 21 hours per week

Langley Community Services Society is a well-established and respected agency that has been serving the community for over 48 years. We are a dynamic, passionate, curious, and energetic management team dedicated to enriching the lives of Langley residents. We believe that people and culture are our strongest assets and our core values revolve around Inclusion and Diversity, Integrity and Respect, Dedication and Excellence and Collaboration and Partnerships. We are looking for an energetic likeminded individual to join us.

Job Summary:

The Human Resources Manager provides strategic leadership, direction and management to the Langley Community Services Society mission, vision, and core values. The ideal candidate is a generalist that is energetic, technologically, and social media savvy. will be a flexible professional who enjoys being strategic and hands-on.

Key Duties and Responsibilities:

- ❖ Development and implementation of HR policies, programs, and related procedures and practices, consistent with all legislative and/or collective agreement requirements and provisions.
- ❖ Provides counsel and advice to supervisors and managers in all areas of people management including: discipline, investigations, employee terminations; performance management; conflict resolution; professional development and the enhancement of employee relations.
- ❖ Manages and supports recruitment selection, and on-boarding processes with a focus on employee retention.
- ❖ Participates on labour relations activities.
- ❖ Develops, implements and monitors all Performance Management processes including: Progressive discipline; performance improvement planning; performance reviews; and job evaluations.
- ❖ Review and administration of employee compensation and benefit plans and systems. Coordination of information flow regarding pay and benefits to employees.
- ❖ Participation with the management team in needs assessments for employee training and development, new or revised legislation, employment standards and/or collective agreement changes. Development and implementation of communication plans, training or other programs for employees.
- ❖ Maintain current knowledge or organization's operations, changes and HR requirements. Participation in developing or updating systems related to HR use.
- ❖ Maintain current awareness of development in the HR and Labour relations field.
- ❖ Mentors, coaches and advises staff, promoting a collaborative approach to problem solving.
- ❖ Oversees employee engagement through internal surveys, exit interviews, evaluations and the tracking of turnover rates.

- ❖ Provides leadership in the management of professional development plans, ensuring the right employee base with the skills, knowledge and competencies to meet the needs of the agency

Other:

- ❖ Assistance in management and monitoring of facilities and equipment of the organization.
- ❖ Management of information systems.
- ❖ Participation in Risk Prevention, Management and accreditation activities.
- ❖ Other related duties may be assigned by the Executive Director.

Qualifications, Experience and Abilities:

- ❖ HR Diploma and/or degree in Business Administration with additional field related education, training and experience.
- ❖ Professional Certification (CHRP) is considered a definite asset.
- ❖ Proficient in Microsoft Office applications including Excel, Word, Outlook, and PowerPoint.
- ❖ Familiar with a variety of concepts, practices and procedures, as it relates to Human Resources.
- ❖ Skilled in conflict resolution
- ❖ Pragmatic, results-oriented with the ability to work under pressure while managing multiple projects simultaneously.
- ❖ Demonstrated supervisory and management skills.
- ❖ Ability to organize workload to ensure cyclical deadlines will be met.
- ❖ Ability to prioritize multiple tasks in a fast-paced environment.
- ❖ Ability to work independently and as part of a team.
- ❖ Ability to work effectively to achieve objectives with managers, staff, community groups, agencies and organizations.
- ❖ Experience in non-profit organization and unionized environment is considered an asset.
- ❖ Excellent communication skills, both oral and written.
- ❖ Excellent organization and time management skills.
- ❖ Excellent accuracy and attention to detail.
- ❖ High degree of integrity, ability to maintain confidentiality, discretion, diplomacy and good judgement.

Additional Information:

- ❖ This position is excluded from Union Membership.
- ❖ This position is open to male or female applicants.
- ❖ This position may require working outside office hours and office environment.
- ❖ Use of personal vehicle with appropriate business class insurance may be required.
- ❖ Mileage is paid where driving for work performed is required. Mileage is not paid for driving from residence to worksite and vice versa.
- ❖ Criminal Record Check is required.

Benefits:

- Comprehensive benefits with extended health and dental, life insurance and a Municipal Pension Plan.

TO APPLY:

Please apply with a resume and cover letter by November 15th, 2020 quoting posting number.

FS19-04 to:

Langley Community Services Society

Attention: Human Resources

5339 207th Street, Langley, BC V3A 2E6

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