Human Resources
Team Leader

HUMAN RESOURCES

Posting: A17-07
Position Type: Continuing
Start Date: July 2, 2017
Closing Date: June 12, 2017
Workload: Full-time

ORGANIZATIONAL OVERVIEW

Camosun College is a comprehensive community college located on the traditional territories of the Coast and Strait Salish peoples serving the people of the Greater Victoria Region of British Columbia. Guided by an inspiring strategic plan and administered by a professional community of talented faculty, staff and senior executives, Camosun enrolls 18,000 learners each year, including over 1,100 Indigenous students and 1,100 International students. The College has an operating budget of over $123 million. Across two campuses, Camosun offers more than 160 certificate, diploma, and bachelor’s degree programs in arts, sciences, business, health and human services, trades, technologies, sport education, Indigenous studies and adult upgrading. The College is committed to values of relationship with community, inclusiveness, and respect. As a community, we commit to the process of Indigenization of the college – including both programs and services - and to use this learning to improve the learning experiences for the exceptionally diverse range of student needs and backgrounds present within the Camosun community supporting the commitment to lifelong learning and positive student experiences.

POSITION SUMMARY

The Human Resources Team Leader builds business partnerships with client groups in a variety of schools and service areas and provides leadership, consultation and direction to the Human Resources Operational team in advancing the business and people goals for their client areas in order to meet strategic and operational business objectives. The Team Leader promotes and supports relevant professional development, new initiatives, and currency in areas of expertise for team members.
The Team Leader provides guidance and direction regarding the interpretation, administration and implementation of human resource policies, procedures, Collective Agreements, Terms & Conditions of Employment for Exempt Employees, Employment Standards and Human Rights legislation in a multi-unionized environment.

In addition to performing the duties of a Team Leader, this role will have an assigned client portfolio and will be responsible for providing support for all of the human resources related activities within their assigned client portfolio.

A competitive salary, opportunities for professional development and an excellent benefit package are offered.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying, as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer

The full job description follows below.
EXEMPT JOB DESCRIPTION

Proposed Title: Human Resources Team Leader Approval Date: November 2014

Department: Human Resources Supervises: 9

Reports To: Executive Director, HR Updated: May 26, 2017

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C) REPORTING RELATIONSHIPS

Oversees the daily activities of the HR Operational Team and provides guidance and support as necessary. Assigns tasks or projects on an as needed basis.

The HR Operational Team consists of 9 positions in addition to the Team Leader:
• Human Resources Consultants (3 positions)
• Human Resources Generalist (1 position)
• Employee Health Advisor (1 position)
• Human Resources Assistants (3 CUPE positions reporting directly to the Generalist)
• Employee Wellness Assistant (1 CUPE position reporting directly to the Advisor)

D) ESSENTIAL JOB FUNCTIONS

Team Leadership

• Provides direction and leadership to the HR Operational Team by setting goals and objectives for the successful achievement of service requirements of clients that enable them to meet the College’s strategic objectives.
• Leads and manages the HR Operational Team in the delivery of consistent, timely and professional human resources services to effectively meet the business needs of clients while balancing the consistent application of governance standards.
• Coaches and mentors the HR Operational Team on innovative consulting practices that strengthen relationships with clients, promote individual and team competence and consistency, and that focus on the achievement of results and client-focused solutions.
• Creates a challenging, motivating and positive work environment and establishes teamwork and effective communication with staff.
• Promotes excellence and oversees performance planning and development for team members by engaging in performance dialogues that inform performance expectations, planning and development plans.

Building Strategic Relationships
• Develops pro-active strategic business partnerships to assist clients in achieving their
department’s key goals and objectives including: strengthening relationships, coaching them
in effective HR practices; strategically planning for their staffing needs; and working with
them to resolve high level issues that span multiple departments.
• Provides expert professional advice and consultative services to Senior Leaders, and
workplace leaders, highlighting emerging issues and providing regular briefings through a
variety of communication approaches.
• Builds trusting relationships and coaches managers on effective communication approaches
and engagement strategies to strengthen interpersonal relationships and resolve issues.
• Works with exempt workplace leaders to develop the knowledge, skills and approaches for
effective performance management, improvement and development.
• Participates in the development and delivery of key business objectives and strategic
solutions with the Executive Director of HR and other members of the HR Leadership team
• Works with the assigned client portfolio to develop objectives and activities that are focused
and able to transform aspects of the clients’ business plan into tangible human resources
solutions.
• Supports departmental efficiency through successful inter-team communication processes
and a focus on performance and effectiveness.
• Monitors HR services, processes and tools and services on a continuous basis to ensure
alignment with department goals and sets department and/or personal objectives based on
client needs.

Employee Relations

• Provides accurate information and advice to exempt workplace leaders on collective
agreement interpretations and HR procedures and practices.
• Provides advice to exempt workplace leaders and HR staff on issues related to
compensation and benefits.
• Conducts research, provides background information and assists with preparation for
collective bargaining, grievances, arbitrations
• Provides leadership and guidance to team members on respectful workplace issues.
• Conducts research and assists with preparation for respectful workplace and human rights
cases, as required.
• Assesses, analyzes and leads the implementation of newly bargained and/or revised
collective agreement articles including the development of and/or revisions to departmental
processes and related training initiatives.
Job Evaluation

- Develops job evaluation expertise within the HR Operational Team to ensure consistent professional job evaluation supports and services are provided to the organization.
- Provides advice to employees and managers on how to write job descriptions in a manner and format consistent with College and best practices.
- Implements new Capability Framework and processes job review to ensure job descriptions are updated on a regularly basis.

Performance Improvement, Planning and Development

- Supports the development and implementation of performance planning and development processes and tools that contribute to a respectful work environment and actively participates in related training initiatives.
- Coaches exempt workplace leaders and HR Consultants on strategies for promoting a respectful workplace, addressing complex workplace, performance or interpersonal issues, resolving conflicts and mediating disputes between employees; assesses and recommends most appropriate courses of action.
- Identifies and assists exempt workplace leaders with potential labour relations issues; Researches issues; works with exempt workplace leaders, employees, union representatives and Labour Relations Specialist to manage and resolve complaints and other issues through to successful conclusions.
- Exercises sound judgment when determining when issues should be forwarded to the Labour Relations Specialist.
- Fosters a positive labour relations environment by participating in discussions with exempt workplace leaders, union stewards and representatives including identifying opportunities for cooperative change.

Wellness and Attendance Promotion

- Works closely with workplace leaders providing ongoing awareness of the benefits of attendance promotion, resolving attendance issues or concerns and providing wellness and attendance promotion training as required.
- Liaises with the Employee Health Advisor to establish, promote and/or support employee wellness, return to work, rehab and accommodation initiatives.
- Oversees functioning and effectiveness of Disability Management and Joint Early Intervention Program Committees.
Recruitment and Retention

• Counsels and coaches hiring workplace leaders on staffing options, recruitment processes, various advertising strategies and/or innovative hiring techniques that can be utilized to attract qualified candidates in a competitive marketplace, and actively participates in the selection process.
• Makes recommendations and provides feedback which supports the development and successful implementation of capability-based recruitment practices on a College-wide basis.
• Supports a strategic workforce planning approach to recruitment for their clients
• Supports workplace leaders to be trained and supplied with current guidelines, tools and supports regarding recruitment and selection processes

E) OTHER FUNCTIONS AND RESPONSIBILITIES

• Represents the department on various internal, sectoral/provincial committees, professional associations and/or organizations
• May act in the absence of the Executive Director of Human Resources
• Performs administrative functions as necessitated by providing service/support to clients
• Performs other related duties as assigned.

F) QUALIFICATIONS

Education and Related Experience:

• Bachelor’s degree in Human Resources Management or related discipline plus related experience with increasing responsibility in a multi-unionized environment;
• Related experience to include:
  o Providing strategic and operational leadership, expertise, consultation and direction to a diverse team
  o Leading HR practices including; recruitment, selection, compensation and benefits, employee and labour relations, job evaluation, performance review, planning and development, respectful workplace promotion, wellness and attendance promotion, conflict resolution, workforce planning, collective agreement interpretation, Employment Standards, Human Rights, and other legislation.
  o Planning, developing and implementing HR-related projects and initiatives.
  o Building and facilitating effective business partnerships with colleagues, clients, union partners and stakeholders.
• A Certified Human Resource Professional (CHRP) designation is desirable.
• Experience in post-secondary environments preferred
Exempt Position Vacancy – A17-07 Human Resources Team Leader

3100 Foul Bay Rd, Victoria, B.C. V8P 5J2

Camosun College Human Resources

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• Equivalent combination of education, training and experience may be considered

College Capabilities:
As a member of the college community, the Human Resources Team Leader will demonstrate the three core capabilities identified in the College’s capability framework:

Focus on Students and Their Success
We all have a role to play in promoting and supporting students - directly or indirectly - contributing to their success, education and transition as they build their path to the future.

Cultural Alignment
Inclusion and respect align with Camosun’s traditions of lifelong learning and positive, supportive experiences for all. We examine our individual and institutional cultures and consider other ways of knowing (thinking), being (approaches), doing (acting), and relating.

Fostering and Nurturing Relationships
Fostering and nurturing relationships is at the core of everything we do. Successful workplace relationships take time to develop and include building trust, engagement and collaboration.

Knowledge, Skills and Abilities:

• In-depth knowledge of recruitment, selection, compensation and benefits, employee and labour relations, job evaluation, performance review, planning and development, wellness and attendance promotion, conflict resolution, workforce planning, collective agreement interpretation, Employment Standards, Human Rights, and other legislation.

• Ability to lead a high performing team using effective facilitation, leadership, coaching and influence skills, demonstrating a strength-based approach.

• Excellent interpersonal and communication skills, both written and verbal.

• Ability to plan, develop and deliver HR-related projects and initiatives.

• Ability to provide strategic and operational leadership, expertise, consultation and direction to clients and stakeholders.

• Excellent planning, organization, problem solving, decision-making, change leadership and conflict resolution skills.

• Ability to exercise sound judgment in determining when issues should be escalated to the Executive Director of HR.

• Ability to deal tactfully and decisively with sensitive client issues while maintaining the highest levels of customer service and confidentiality.
• Ability to develop relationships and foster healthy, respectful working relationships with Union partners as well as team colleagues and clients.
• Ability to work under pressure, meet tight deadlines and effectively lead and deal with changing priorities.
• Ability to use Microsoft Office products, current desktop products and HRIS.