

HUMAN RESOURCES MANAGER

There are approximately 70,000 British Columbians living with dementia, and this number is growing. For every person living with dementia, there are many more people affected, including family, friends, co-workers and other members of their communities. Our vision is of a world without Alzheimer's disease and other dementias and that world begins with a more dementia-friendly society, where people affected by dementia are acknowledged, supported and included. When you work for the Alzheimer Society of B.C., you help us realize that vision by connecting more British Columbians to the support and education they need at any point on their dementia journey. You help us challenge stigma and change the future for people affected by dementia. You help us show people affected by dementia that they're not alone.

About the position

With strong leadership and excellence in relationship management, the newly created position of **Human Resources (HR) Manager** is responsible for overseeing the entire HR function at the Society. This key leadership role provides support and counsel to all Society staff and acts as both an employee and organizational champion for people-related initiatives. As a strategic and trusted partner, the HR Manager provides coaching and consultation services ensuring all aspects of effective people management practices are followed. With a collaborative and proactive approach this role supports the delivery of a wide range of employee programs such as full cycle recruitment, benefits administration, disability management, employee relations, coaching, performance management, occupational health and wellness.

Responsibilities/Accountabilities

- Leads the Human Resources function to effectively support all strategic organizational initiatives as they relate to best practices people management
- Provides advice, counsel and support to people managers regarding employee relations, including coaching and appropriate documentation.
- Advises and supports full cycle recruitment and onboarding of all new employees.
- Supports managers as they navigate the annual performance management process(es).
- Will research, develop and implement best in class Diversity, Equity and Inclusion policies and subsequent staff and management training
- Manages employee benefit administration including health care contracts and insurance, enrolments, changes or terminations.
- Researches and recommends HR policies that support the strategic HR direction of the Society and that are based on industry best practices.
- Conducts internal investigations, conflict and dispute resolution as needed.
- Has oversight of the salary administration system.
- Is responsible for all HR document administration including, but not limited to offer letters, payroll changes, leave management and HRIS database details.
- Other duties as required to meet the needs of the role in relation to organizational goals

About you

This is an exciting and challenging opportunity for a true Human Resources “go-getter.” As a creative and innovative thinker, you have the ability to effectively balance employee needs, regulatory guidelines and organizational strategy. You excel in environments that require you to be able to balance appropriate process and policy with real human support. You are excited by fast paced working environments where dealing with ambiguity and working at all levels of an organization each day, are the norm. You are truly passionate about supporting people who spend their days supporting a meaningful cause

Experience/Skills/Education

- List all required skill sets and education
- How many years of experience
- Education level
- Professional designations
- Some detail of “other” skills i.e. detailed knowledge of financial statement (monthly, quarterly and annual) preparation and review, strong analytical skills with the ability to identify and resolve gaps and issues, demonstrated excellence with oral and written communications, including strong financial planning skills and in-depth understanding of accounting practices and procedures.
- Comments on workload and environment
- Software knowledge preferences

Benefits of working with us

We offer a flexible work environment, including opportunities for a nine-day fortnight and/or the ability to work from home on occasion, and:

- An excellent employee benefits package, where most premiums are 90 per cent paid by the Society
- An Employee and Family Assistance program for you and your dependants
- Support for appropriate training and development initiatives
- Generous leave provisions (vacation, personal days and, typically, a December holiday closure)
- 12 paid statutory holidays per year

How to apply

If this sounds like you, we would love to hear from you. Please email your cover letter and resume in a single word or PDF file to *ABC, ABC* at *email address*, **being sure to include the position title in the subject line. This posting will remain open until Date.**

We kindly ask that applications be sent by email only—no fax or mail applications please—and request that you do not phone. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

We sincerely thank all applicants for their interest in the Alzheimer Society of B.C.