

Manager of People and Programs

ROLE SUMMARY

Reporting to the Senior Manager of Human Resources, the position is responsible for Strategic Workforce Planning and the development and delivery of specified human resources services and programs. Accountable for a functional area of significant scope and impact in the organization, this position is responsible for proposing short and mid-range strategies in each of the areas listed below, contributing to Saanich growth as a high-performing, People-first organization, which attracts, retains, and grows top-quality people to deliver the best services to our community. This position oversees programs and policy development, implementation, and ongoing evaluation to ensure they meet organizational needs. It interacts with internal and external stakeholders including members of the Leadership Team, Unions, other employers, and external organizations; the position also provides leadership and guidance to staff to achieve corporate wide programmatic development.

- Strategic Workforce & Succession Planning
- Attraction, recruitment, and selection
- Employee Engagement & Recognition
- Learning & Employee Development
- Accessibility, Diversity, Equity, and Inclusion
- Reconciliation & anti-racism
- Workforce metrics and trend analysis
- Organizational Design and Effectiveness
- Oversight of unionized job evaluation
- Guidance on Exempt compensation
- Change leadership/management
- Program and policy development

From time to time, teams may work in a matrix model and managers may shift some programmatic areas to better align portfolios to meet an ever-changing environment and organizational need.

QUALIFICATIONS

- Undergraduate degree with preference given to those with a Master's degree in a relevant discipline
- 5-7 years of progressively more complex experience working in a variety of Human Resources functions and in successively more progressive leadership roles. Experience should include:
 - Experience developing and implementing workforce plans,
 - Leading HR programmatic areas,
 - Creating and implementing multidisciplinary program functions,
 - Experience researching and writing programs, policies & reports,
 - Experience managing strategic and innovative projects with organization-wide impacts (practices, culture).
 - Experience interacting with and influencing senior leaders across the organization.
- An equivalent combination of education and experience may be considered.
- Preference may be given to those who have Managed teams of staff.

KNOWLEDGE AND SKILLS

- Knowledge of best practices and trends in HR.
- Excellent people management skills - the ability to establish and maintain effective working relationships partnerships with various internal and external stakeholders.
- Strong project management and organizational skills – able to use resourceful thinking to advance multiple & competing complex projects with conflicting deadlines in a fast-paced environment.
- Problem-solving and decision-making skills to analyze and articulate complex, multi-stakeholder issues.
- Research and analysis skills to ensure that programs are consistent with best practices.
- Excellent written and verbal communication skills.

- Ability to lead meetings and presentations, and ability to interface with all levels of staff with tact and diplomacy.
- Must be a collaborative team player, possess a strong customer service orientation, and be a consultative problem solver.
- Highly proactive style of work, with a demonstrated track record of developing innovative approaches.
- Strong organizational and analytical skills.

Major Accountabilities

Leadership of Staff

- Recruits, hires, trains, and supervises staff including assignment of work, development and evaluation of performance plans, approval of leave, and initiation of disciplinary processes.
- Provides vision, leadership, and expert strategic direction to reporting staff to develop strategies, programs and related initiatives.
- Oversees the implementation of the above-mentioned strategies and programs, and the delivery of high-quality services by the team.
- Acts as a key member of the divisional leadership team.

Strategic Direction

- Leads the development of the strategic workforce plan and delivery and implementation of all programs and initiatives designed to ensure the organization has the right people in the right place at the right time for the right cost, and ensuring a healthy, engaged, productive, diverse and inclusive workforce.
- Maintains a high level of knowledge and organizational awareness of impact and activities across the organization.
- Works directly with leaders across the organization to create strategies that reflect current and future organizational need. A high degree of analysis, creativity, political tact, influence and situational awareness is required to complete this function and make sound decisions.

Advice and Support

- Provides advice and support to leaders across the organization proposing strategies and programs to meet evolving needs.
- Provides reports, presentation, and advice to Senior leaders within the organization.
- Provides information as required to Council to support decision making and acts as staff liaison to topical advisory committees.

Division Operations

- Engages with external stakeholders and sector peers to assist in evaluating and understanding workforce challenges in the sector as well as benchmarks our position in the sector.
- Contributes to division's leadership by taking a strategic view to Human Resources Management by:
 - contributing to the organization's vision, mission, values and goals;
 - demonstrating business acumen and supporting organizational objectives; and
 - aligning human resources practices by translating organizational strategies into human resources objectives and priorities to achieve the organization's plan.
- Keeps abreast of industry knowledge and trends by participating in conferences and educational opportunities, reading professional publications, maintaining professional networks, and participating in professional organizations.
- Develops and implements strategies to increase accessibility, diversity, equity & inclusion, employee engagement and development, attraction and retention and other People / HR strategies within HR programs, policies and processes.