



Job Posting - Human Resources & Administrative Services Manager

Position Title: Human Resources & Administrative Services Manager

Organization: University of Victoria Students' Society (UVSS)

Location: Victoria, British Columbia

Reports To: Board of Directors

Organizational Summary:

Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

The Role:

In accordance with the UVSS's mission, vision and values, the Human Resources & Administrative Services Manager is responsible for coordinating and overseeing all areas of HR, including performance management, equity, diversity and inclusion, recruitment and retention, compensation, learning and development, employee wellbeing, occupational health and safety, employee and labour relations, and change management in cooperation with the Executive Director and the General Manager. Responsible for administration, leadership and management of staff in the Ombudsperson's Office and the Info Booth, this position supports employees and managers by providing and interpreting HR policies and processes and overseeing any contract negotiations relating to service. Acting as a co-chair of the Occupational Health and Safety Committee and reporting to the Board of Directors, the Human Resources & Administrative Services Manager plays a critical role in promoting a positive work culture that is aligned with the Society's values.

Duties and Responsibilities:

Human Resources

- Develop, update and maintain HR infrastructure with respect to HR policy, orientation and training plans, and staff performance evaluations.
- Lead the full life cycle of staff and board members, including recruitment, hiring, job postings, onboarding, compensation and benefits, leave management, personnel success, performance management, and termination.

- Maintain, prepare and track required employee forms and documentation, including new hire, benefits, credentials, certifications, personnel success, and performance management.
- Lead, develop, execute, communicate, interpret and maintain UVSS employee handbook, and HR, occupational health and safety policies and processes.
- Research, maintain knowledge, analyze trends and provide recommendations in compensation, benefits, employee wellness, learning and development, support technology and employment law to ensure the organization attracts and retains values-driven people who feel purposeful and supported.
- Promote work culture by leading and coordinating staff engagement activities, initiatives, and events.
- Set personnel performance objectives and priorities with the Personnel Committee that support the strategic plan.
- Coach and mentor staff, manage their performance, foster professional development and manage conflict resolution efforts when necessary.
- Maintain historical resource records by designing a filing and retrieval system, keeping past and current records.
- Keep track of UVSS emergency hires (e-hires).
- Record employee complaints and conduct investigations when needed.
- Support and track compensation and benefits of permanent and term employees.
- Track use of employee leave entitlements and maintain confidential personnel files.
- Hold responsibility for the security and integrity of facilities and other assets.
- Serve as the primary resource to the Health and Dental and U-Pass Appeals Committee. Troubleshoot problems regarding plan administration with the Director of Finance and Operations and the plan providers.
- Co-chair and provide administration support for Occupational Health and Safety meetings, including recording and sharing minutes, conducting monthly health and safety inspections, recording observations and reporting hazards on the health and safety inspection report, and distributing reports in compliance with legislation.
- Monitor compliance for mandatory health and safety training for all new employees and annual refresher for existing staff.

Leadership & Governance

- Attend Board meetings when needed, and serve as ex-officio member of, Electoral, Personnel and Ombudsperson committees.
- Update the list of Directors on the BC Societies Registry on an as needed basis.
- In collaboration with the Policy Development Committee, review and update Board policy as needed.

- Organize and coordinate annual Board orientations with the Executive Director.
- Administer the logistics and hiring of relevant UVSS Electoral Office staff.

Administrative Services

- Develop and implement hardware and software systems relating to the society, ensuring consistency and integration.
- Ensure there are adequate information technology resources available to meet operational needs of the Society.
- Main point of contact for Ombudsperson on day-to-day matters and key member of Ombudsperson Advisory Committee.
- Ensure Electoral Office is supported by maintaining consistent membership and advisory to the Electoral Committee
- Hold record and track both on-site and in remote working sites, devices and other assets used by all staff.
- Serve as a signing authority for the Society.

Qualifications:

- Relevant bachelor's degree (e.g. HR or Public Administration)-or equivalent combination of education and experience. CPHR designation is considered an asset.
- Minimum three years of human resource administration, including experience within a unionized environment.
- Minimum three years of progressive management experience in a management role in a non-profit organization.
- Demonstrated experience in performance management and a comprehensive understanding of compensation and benefits.
- Full-cycle recruitment experience and knowledge, ideally within a unionized environment.
- Strong team leader and experienced supervisor with a demonstrated ability to successfully manage, engage and retain a team.
- Knowledge of federal and provincial legislation applicable to non-profit organizations including: employment standards, human rights, health coverage etc.
- Experience providing and overseeing operational and administrative requirements.
- Contract negotiation and administration management experience.
- Knowledge of computer hardware and software issues (PC and Mac) is preferred.
- Experience with collaborative group decision-making frameworks.
- Demonstrated knowledge of current challenges and opportunities relating to the mission of the Society.
- Comprehensive understanding of disability, gender, sexuality, race, and class, and a commitment to creating safer spaces.

Compensation:

This full-time, salaried position (based on >40hr work-week) offers a competitive salary, pension plan and a generous vacation and benefits package.

How to Apply:

If you are looking for a challenging and deeply rewarding opportunity, and you believe you meet the requirements to be successful in this role, **please submit a cover letter and resume for review before 9:00am, Monday, June 5th, 2023.** Included in your cover letter should be how your previous experience has made you the ideal candidate for this role and which UVSS core values most align with your personal beliefs.

[APPLY HERE](#)

Equity, Diversity, and Inclusion:

The UVSS's values include excellence, social justice, and decolonization. We are dedicated to creating a workplace culture of inclusiveness that reflects the diverse students that we serve. We strongly encourage candidates from diverse marginalized identities to apply.

We thank all applicants for applying, however, only those candidates selected for interviews will be contacted.

For more information on UVSS please visit our website: www.uvss.ca

This job ad is intended as a summary of the primary responsibilities and qualifications for this position. The job ad is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.