



**KWANTLEN
STUDENT
ASSOCIATION**

**12666 72nd Avenue
Surrey, BC V3W 2M8
T: 604.599.2126
F: 604.599.2429
www.kusa.ca**

Position: Human Resources Manager
Reports To: Executive Director
Status: Permanent, Full-Time, Non-union
Hours: 35 hours per week (Monday - Friday)
Location: Kwantlen Polytechnic University, Surrey Campus in office
Salary: \$65,000 – \$80,000, commensurate with experience

Overview

The Kwantlen Student Association (KSA) is conducting a search for a Human Resources Manager for the Surrey Campus of Kwantlen Polytechnic University. Reporting to the Executive Director, the Human Resources Manager will be pivotal in delivering people programs to the organization while providing guidance and leadership to managers and supervisors in union and non-union workplaces.

The Human Resources Manager is best suited to the candidate who has a minimum of 2 years of progressive leadership experience in Human Resources in a unionized workplace in the public, non-profit sector. Candidates with less experience will be considered. The leadership style is collaborative combined with a proven ability researching and implementing HR best practices.

Key Accountabilities Include:

- Lead and oversee daily operations of Human Resources and Administration Services for the organization
- Develop and implement strategies for effective labour relations, performance management, employee engagement, and training and development
- Implements and monitors adherence to collective agreement and management and oversight of grievances
- Oversight of complaint management
- Conducts employee related investigations
- Implements, monitors and maintains HR policies and adherence to employment standards, Human Rights code, OH&S and Accreditation Standards
- Leads Recruitment and Retention program and ensures service delivery meets the needs of the organization
- Promotes workplace safety by maintaining and continuously improving on Occupational Health and Safety management system. Conducts internal and external OH&S inspections and directs and chairs Joint Occupational Health & Safety Committee
- Develops and administers onboarding, training, and offboarding processes



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- Updates employee manual and policies
- Research, recommend and Lead HR systems change management projects

Qualifications:

- CPHR and Degree in Human Resources or related field
- Minimum 1-2 years progressive HR leadership with experience in public/Non-profit sector an asset
- Minimum 1-2 years' experience in HR Management in a unionized work environment
- Working knowledge and experience with collective agreements, grievance procedures, mediation and conflict management and resolutions
- Practical knowledge of BC Employment Standards Act, WorkSafe BC, Personal Information Act and general Canadian Labour Laws
- Strong experience of HR programs and practices in relation to recruitment, onboarding, performance management, employee engagement and learning and development
- Proven ability to lead, coach and mentor employees
- Excellent track record for identifying trends, research and implementation of best practices in HR solutions
- Excellent written and verbal communication skills
- Experience with budgeting, administration and reporting
- Collaborative leadership style

Applications:

Please submit a cover letter and resume to Executive Director, Parveen Sehra at parveen.sehra@kusa.ca if you are interested.

Applications will be accepted on a rolling basis until February 15, 2023 at 11:59 pm pst.