

We currently have an exciting opportunity for a **Human Resources Manager** to join our team.

The incumbent is a personable, experienced and confident human resources professional who will primarily manage all issues related to human resources. They will focus on developing HR programs and systems to ensure a productive and respectful workplace. This individual is a proactive communicator and change agent who can successfully balance employee needs with business objectives to create integrated solutions.

**Position:** Human Resources Manager (HR Manager)

**Reports to:** Chief Operating Officer (COO)

Chief Executive Officer in the absence of the COO

The HR Manager will work with the senior management team to provide input in the development of a human resources strategy that supports the business of the organizations and the group's long-term planning. This will consist of an integrated approach for talent acquisition (including recruitment, onboarding, and performance management), health and safety (including benefits and wellness programs), labour and employee relations, learning and development and organizational culture.

## Organization Overview

The Co-operative Housing Federation of BC (CHF BC) is a membership association representing more than 250 housing co-operatives in British Columbia. It is also an umbrella organization for a group of related entities (subsidiaries) including COHO Management Services Society, COHO Property Management Inc. (CPM) and the three non-profit societies making up the Community Land Trust (CLT).

Collectively, CHF BC's vision is to grow a community of permanently affordable co-operative housing.

**CHF BC** is a federation of housing co-operatives that represents the interests of its members and inspires them to foster a thriving co-operative housing movement.

**COHO Management Services Society** and **COHO Property Management Inc.** are professional management companies specializing in property management services for housing co-ops and other rental properties.

The **Community Land Trust** is a group of non-profit societies with a mission to acquire, create and preserve affordable housing for future generations.

## Accountability

CHF BC adopts a unified management structure. The team ensures consistent alignment of all organizations with the mission and vision of CHF BC while fostering a leadership culture that builds capacity and resilience across the group.

## Responsibilities

Responsibilities include but are not limited to:

- Develop and nurture relationships with employees, management and the bargaining agent
- Lead the development and implementation of programs that will drive increased employee satisfaction and commitment levels.
- Monitor and support staff development to ensure that business objectives are met and that employees are receiving adequate support and training
- Provide input on workforce and succession planning
- Work with the COO and CEO to develop policies, programs, and solutions
- Ensure that the COO is advised on current personnel issues and that documentation is maintained and approved in compliance with CHF BC's, COHO's, CPM's and CLT's policies and agreements
- Analyze data trends and metrics to inform business decisions
- Participate in mediation and resolution of employee relations issues and conduct thorough and objective investigations when necessary
- Work closely with management and employees to improve work relationships, build morale and increase productivity and retention
- Ensure regulatory compliance with legal requirements pertinent to the day-to-day management of employees
- Interpret HR policies and the collective agreement to management and employees
- Manage complex and difficult HR projects cross-departmentally
- Act as the performance improvement driver and provoke positive changes in regards to people management
- Develop and manage a comprehensive performance management system across the group with a goal of creating a high performance work culture
- Assess and anticipate human resources-related needs and recruit for talent
- Communicate to payroll any changes to employee compensation and benefits
- Ensure that appropriate contracts are signed with temporary, contract and permanent hires and prepare and sign offers of employment
- Other duties as required

## Qualifications

- Bachelor's degree in human resources, business, communications, or related field with a minimum of five years' experience in an HR generalist environment

- CPHR designation is an asset
- Current and in-depth knowledge of legal requirements related to human resources and employee management, including workers' compensation, and provincial employment laws
- Proven experience handling highly confidential and special information, including sensitive, strategic, and organizational issues
- Excellent communication and interpersonal skills
- Previous experience in training and development, compensation, organizational design, or employee relations is an asset

### Skills

- Analytical and goal-oriented
- Excellent people management and communication skills
- Must be a self-starter and have superior interpersonal skills
- Strong business acumen
- Demonstrable experience with HR metrics
- Project management and change management skills
- Time management and priorities management skills
- Comprehensive working knowledge of HR functions, practices and principles pertaining to staffing, compensation, benefits, health and safety laws and regulations, training and development

### Working Conditions

- Include a combination of working at home and at the head office

### Authority

- Include authority to hire and terminate