



Employment Opportunity

Manager, Human Resources

Job # 1000-1001

Recipient of the
2016 Surrey Board
of Trade
Surrey Child and
Family Friendly
Workplace Award

Regular Full Time (Manager 2)

Pacific Community Resources Society (PCRS) is an award-winning, accredited not-for-profit that has served the Lower Mainland and Fraser Valley for over 30 years. Our participants are often vulnerable or marginalized from society. PCRS is committed to service delivery which is people-centered, inclusive, collaborative, and evidence-based. PCRS has an annual operating budget of approximately \$24 million, employs over 350 staff, and engages over 200 volunteers. PCRS has experienced significant growth over recent years, and this is continuing to trend into 2018/2019.

Position Summary: The manager of human resources works to consistently realize the agency's mission, vision, values, and objectives through the provision of human resources activities that results in successful recruitment, retention, and the ongoing development and support of valued human resources. The manager supports consistent agency adherence to all legal obligations and established agency standards for high-quality service delivery and best-practices leadership.

Primary Duties:

- Ensures human resources (HR) compliance with contractual, legal, and regulatory areas;
- Develops and implements an annual HR work plan which is aligned with PCRS's strategic vision and Annual Operational Plan;
- Fosters a healthy and respectful workplace;
- Ensures that HR systems support personnel, as well as the agency's operational requirements;
- Counsels leaders regarding challenging HR issues and is able to identify situations requiring outsourced legal support;
- Oversees the implementation of HR-related services, policies, and programs;
- Develops an innovative recruitment and retention plan in order to attract and retain talent;
- Oversees training for the agency;
- Leads and implements performance management systems; and
- Chairs the OHS committee and contributes to safety, health, and well-being programs for employees.

Academic and Job Experience Required:

- Bachelor's degree in human resources, business, or any other related degree (a master's degree would be an asset);
- Five+ years' professional experience in management or senior management;



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- Professional experience coaching, managing, and supervising employees with challenging HR issues;
- CPHR designation is an asset; and
- Excellent communication skills both written and verbal.

Desired Requirements:

- A broad knowledge of HR management practices and employment issues, both internally and in the community sector, with government, public, and partners;
- Has knowledge of agency finances and their impact on hiring and compensation;
- The ability to assess HR issues and deal with internal and external collaterals in a pleasant and effective way on behalf of the agency;
- Personal maturity, sound judgement, self-motivated, results-oriented, and excellent interpersonal skills;
- The ability to organize and prioritize a variable workload and competency with handling the pressure of multiple tasks and deadlines — many involving confidential information;
- The ability to work independently, as well as part of a cohesive team;
- An ability to speak accurately and effectively, finding enjoyment through creative, collaborative, positive solutions to HR challenges; and
- A sense of humor would be an asset in this demanding role.

Basic Requirements:

- Criminal Record Check
- Three reference checks

IMMEDIATE SUPERVISOR: Ingrid Kastens, Executive Director

Salary Range: \$67,139.80 – \$80,571.40, plus a comprehensive benefits package

Closing Date: March 21, 2018 at 4:30 p.m.

Send Cover Letter and Resume to: resumes@pcrs.ca

Please quote "Job # 1000-1001" on your cover letter
and in the subject line of emails.

Resumes without cover letters and the job number will not be accepted.

Only those qualified for an interview will be contacted.

PCRS is strongly committed to equality and diversity. We welcome applications from Aboriginal persons, visible minority group members, and persons with diverse abilities with the skills and knowledge to productively engage in our communities.