



## Internal / External Employment Opportunity Manager, Human Resources (HR) Vancouver Head Office location

**POSITION:** Manager, Human Resources

**DEPARTMENT:** Executive Office

### **POSITION FUNCTION:**

Reporting to the Senior Manager of HR, the **HR Manager** acts as a trusted HR advisor and business partner that fosters a climate of collaboration, respect and fairness for our valued employees and is responsible for the development, implementation, maintenance, and administration of HR functions.

### **Duties and expectations may include:**

#### ❖ **Leadership and Strategy**

- Be a resource for, and interpret, MOSAIC's vision, mission, values, strategic plans
- Develop and utilize business metrics to measure achievement of the strategic goals

#### ❖ **Employee Engagement**

- Develop and monitor strategies impacting employee satisfaction, engagement, and performance
- Create and maintain a culture that builds a diverse and inclusive work environment, and enhance recruitment practices, and community engagement
- Initiate and promote cross-functional working relationships between employees

#### ❖ **Talent Planning**

- Develop, implement, and evaluate orientation, onboarding, succession planning, retention, and employee termination process
- Conduct job analyses to create/update job descriptions and identify job competencies
- Brand and market the organization to potential applicants

#### ❖ **Total Rewards**

- Implement and evaluate total rewards policies/programs to support the organization's goals, objectives, and values
- Oversee outsourced compensation and benefits surveys and components

#### ❖ **Direction/Management/Coordination**

- Provide advice and recommendations to directors, managers, and supervisors on:
  - Interpretation and application of MOSAIC HR policies and procedures
  - Conflict resolution and grievance processes

#### ❖ **Other duties**

- Ensure accurate and timely production of employee contracts and amendments etc.
- Assist in creating and monitoring the HR budget and other financial reports
- Ensure implementation of MOSAIC's policies and procedures
- Special project work as required

### **QUALIFICATIONS:**

- Post-secondary degree or diploma in HR management
- CPHR designation or a comparable combination of education and experience
- Five years' HR management experience in a multi-site organization
- Experience using payroll and HRIS software
- Excellent data management and Excel skills (v-lookup, pivot tables, charts and forecast)
- Experience in a multicultural environment and experience in a non-profit/charitable organization will be considered assets

**HOURS:**

This is a full-time permanent position

**STARTING PAY:**

Annual salary commensurate with the level of experience and qualifications

A competitive benefits package is provided with contracts of at least 1 year in length and which offer a minimum of 17.5 hours of work per week.

**RESUMES TO:** [human.resources@mosaicbc.org](mailto:human.resources@mosaicbc.org)

Please reference “**Your Name – HR Manager**” in the subject line of your application and submit via email (Word / PDF format). No telephone calls please.

Only those selected for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of this position.

**DEADLINE TO APPLY:** Open until filled

**POSTING DATE:** January 14, 2022



*MOSAIC is committed to promoting equal employment opportunities for all members of the community*