

The University of Prince Edward Island

Position Description

JOB SUMMARY

The Associate Vice President Human Resources is responsible for setting the vision, strategy and long-term management approach for Human Resources at the University of Prince Edward Island. He or she:

- Leads a team that provides a high level of customer service to all constituents in the university
- Provides strategic human resources advice to the senior leadership team
- Creates a strategic human resources plan that focuses on organizational effectiveness through policy development, workforce planning, cultural change management, organizational change processes, succession planning, talent acquisition and other key human resource services.
- Ensures the University operates within the appropriate legal governance framework and takes responsibility for the identification and management of legal risks associated with human resources.
- Leads collective bargaining as required.
- Represents the university in the provincial and national community of university HR professionals
- Is active in the university's engagement with the PEI community

ORGANIZATIONAL STATUS

The Associate Vice President Human Resources reports to the Vice President Administration and Finance of University of Prince Edward Island. He or she is accountable to:

- The Vice President Administration and Finance for delivery and execution of a human resources strategic plan as well as budgetary control and prudence.
- The Vice President Administration for the management of the Human Resources team and management of labour relations issues.
- The Vice President Administration for execution of technology systems that support the Human Resources enterprise and enable continual development of human resources processes that enhance excellent customer service.
- The Vice President Academic, Vice President Research, Deans and Directors for human resources advice and services that enable human resources growth and knowledge in their areas.
- The faculty, staff and students of UPEI for effective enablement of their work through exceptional human resources services and advice.

WORK PERFORMED

- Leads the creation and implementation of a comprehensive human resources strategic plan that will ensure long-term success in the areas of recruitment, retention and development that ensures the success of employees in the achievement of the university's strategic plan and vision.
- Leads the Human Resources function and services to ensure that the human resources strategic plan targets and goals are being met which includes performance management, consulting services and learning and development supports which will contribute to the success of individuals and the university. Works with senior administration to identify organizational needs in relation to the strategic plan in order that Human Resources can meet those needs.
- Responsible for the development and maintenance of the Human Resources budget. Is responsible for delivering Human Resources services within established budgets that provides for long term planning and project development while maintaining an institutional perspective that supports the university's strategic plan.

- Leads the development of labour relations strategies and relationships that foster effective working relationships with staff, faculty and non-represented employees. Oversees grievance and arbitration processes. Provides senior management advice on issues related to labour relations and establishes principles and strategies for approaching collective agreement negotiations. Develops mandates for collective bargaining as well as effective communication plans to promote two-way communications on human resource issues.
- Provides strategic decision support in the area of human resources as well as counsel to senior administration and department leaders in all areas of human resource analysis and planning. This includes policy development, workforce planning, change management, succession planning and change processes.
- Oversees and guides the development of human resource policies to ensure strategic alignment with strategic plans. Maintains relevant knowledge in legislative changes that may impact policy or process. Ensures new developments are communicated and understood throughout the organization.
- Leads Human Resources in the development and implementation of human resource processes and information systems to ensure effective delivery of services. Ensures the needs of users of Human Resources information are understood and met in the delivery of decision support services, human resource operations and that those needs are integrated into the continuing improvement of services. Oversees the development and implementation of feedback systems that inform planning and development of enhanced services.
- Provides leadership for all functions of human resources which includes recruitment, pension and benefit administration, managerial and personal development, labour relations and health and safety. Maintains effective working relationships with all employee groups that fosters dialogue and understanding of key issues.
- Provides leadership in the development and management of occupational health and safety programs as well as workplace wellness programs. Ensures compliance with legislative and policy requirements related to health and safety.

CONSEQUENCE OF ERROR

This position required vision, judgement and diplomacy to a very high degree. Failure to develop and implement an appropriate Human Resource strategy will prevent the university from achieving its strategic plan and objectives, and significantly impede its objectives as a community partner. Failure to deliver a high level of customer service by a team that is accountable and responsive may result in incomplete documentation and processes that jeopardize recruitment and retention. Incorrect labour relations advice may result in grievances, arbitrations, legal issues and deterioration of positive working relationships with employee groups.

SUPERVISION RECEIVED

This position works independently under the direction of the Vice President Administration and Finance.

SUPERVISION GIVEN

Directly supervises the Human Resources team, whose members in turn supervise a comprehensive staff of Human Resource professionals.

QUALIFICATIONS

- Undergraduate degree in a relevant discipline. Postgraduate qualification is preferred either in Labour Relations or Law.
- A minimum of 7 years' experience in human resource leadership and management positions at a senior level. Experience in post-secondary institutions is preferable.
- A thorough understanding of human resource issues within a post-secondary environment is an asset. Senior level labour relations experience that includes negotiation of collective agreements, management of grievances and arbitration preparation.
- Significant experience in the definition and implementation of governance structures, strategic plans and effective management structures.
- Effective organizational, problem-solving, planning and analytical skills.
- Strong communication skills, demonstrated in complex work environments, with a proven ability to hold dialogues with a wide variety of stakeholders on their terms, a proven ability to listen to needs and concerns and to build confidence through follow-up actions.
- Demonstrated ability to present to and converse with senior stakeholders, including discussions with the Board of Governors of an organisation.
- Demonstrated ability and experience to work effectively with representatives from both the public and private sectors in senior positions.