

## The University of Prince Edward Island Position Description

<b>POSITION TITLE:</b>	Director, Human Resources
<b>EMPLOYMENT GROUP:</b>	Managerial and Professional Contract Group
<b>VP/FACULTY:</b>	Vice-President, People and Culture
<b>DEPARTMENT:</b>	Human Resources

### JOB SUMMARY

The Director of Human Resources is responsible for setting the vision, strategy and long-term management approach for Human Resources at the University of Prince Edward Island. They will:

- Lead a team of HR professionals that provides a high level of customer service to all constituents in the University.
- Provide strategic human resources advice to the senior leadership team.
- Create 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.

### ORGANIZATIONAL STATUS

The Director of Human Resources reports to the Vice President, People and Culture of the University of Prince Edward Island. They are accountable to:

- The Vice President, People and Culture for delivery and execution of a human resources strategic plan as well as budgetary control and prudence.
- The Vice President, People and Culture for the management of the Human Resources team and management of employee and labour relations issues.
- The Vice President, People and Culture 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, Administration and Finance, the Vice President Academic and 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

- Lead 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.
- Responsible for the development and administration of the Human Resources budget.
- Lead the development of employee and labour relations strategies and relationships that foster effective working relationships with staff, faculty and non-represented employees. Provide senior

management advice on issues related to employee and labour relations. Develop mandates for collective bargaining as well as effective communication plans on human resource issues.

- Provide 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.
- Maintain relevant and current knowledge of legislative changes, developments in employee/labour relations and practices that may impact HR policy and process. Ensure new developments are communicated and understood throughout the organization.
- Lead 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.
- Provide leadership for all functions of human resources which includes recruitment, staffing, classification, pension and benefit administration, managerial and professional development, administration of the University payroll, performance management, employee relations and labour relations. Maintains effective working relationships with all employee groups that fosters dialogue and understanding of key issues.
- Represent the university in the provincial and national community of university HR professionals.
- Lead staff collective bargaining and joint union-management committees for staff unions. Lead administration of grievance procedures for staff collective agreements.
- Oversee the administration the University Awards of Excellence.
- Lead and administer risk management initiatives related to HR policy and processes.

## **CONSEQUENCE OF ERROR**

This position requires sound judgement and diplomacy. 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 employee relations or 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, People and Culture.

## **SUPERVISION GIVEN**

Directly supervises the Human Resources team.

## QUALIFICATIONS

- Undergraduate degree in a relevant discipline. Postgraduate qualification is preferred either in Human Resources or Labour Relations.
- A minimum of 7 years' experience in human resource leadership and management positions at the director 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 arbitrations is an asset.
- Significant experience in the development 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, 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 senior leaders of an organization.