

Employment Opportunity Human Resources Manager



Are you an experienced human resources professional interested in working for a progressive health care union with a large and diverse membership and a broad social justice mandate?

The Hospital Employees' Union is looking for a skilled individual to fill the regular full-time position of **Human Resources Manager** at its provincial office in Burnaby, British Columbia.

This position is responsible for overseeing matters relating to employee and labour relations, recruitment, employee benefits, employee return to work, and accommodation requests.

This is an exempt position that forms the first point of contact for employees and provides labour relations support, guidance, and expertise to leadership and staff. The Manager works to ensure job descriptions and the internal selection process are fair and non-discriminatory and foster the union's diversity goals.

Working with, and reporting to, the Human Resources Coordinator, the Manager develops workplace policies and HR strategies, procedures, and tools.

Requirements

- University degree in a related field and/or a Human Resources certificate from a recognized post-secondary institution.
- Five (5) years of recent related experience in a unionized environment, or an equivalent combination of education, training and experience.
- Membership with the Chartered Professionals in Human Resources of British Columbia & Yukon (CPHR BC & YK) is considered an asset.
- Working knowledge of the BC *Human Rights Code*, the *Workers Compensation Act* and Regulations, and related jurisprudence.
- Effective negotiation, mediation, conflict resolution, and facilitation skills.
- Demonstrated ability to take initiative and work efficiently and collaboratively in a team-based environment.
- Excellent interpersonal skills with a highly developed capacity to relate with empathy, diplomacy, and tact to a diverse group of people.
- Ability to develop effective working relationships across a complex organization.
- Effective time management, organization, and prioritization skills.
- Strong writing, problem-solving, critical thinking, and coaching skills.
- Ability to articulate information clearly and concisely with the ability to frame it according to the receiving target audience.
- Proficient in the use of the Microsoft Office suite of applications.

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Compensation is competitive with generous vacation time and benefits, including a defined benefit pension plan. A valid BC driver's license and access to a vehicle are required, as is the ability to travel throughout the province.

About HEU

Since 1944, the Hospital Employees' Union has advocated for better working and caring conditions, defended public health care, and stood against privatization.

We have a long history as a strong, democratic, progressive, socially conscious union committed to social justice and advancing labour and human rights on a local and global level. We identify and challenge historical and systemic inequities and hear, respect, serve, empower and advocate for each and every member. Together we fight for fairness, solidarity, equity, inclusion, and understanding, knowing that our members' economic security depends on our success.

HEU is an equal opportunity employer. We are committed to being a workplace that is free of discrimination, values diversity, and is representative of the communities we serve. HEU encourages applications from members of historically marginalized groups: 2SLGBTQ+, Indigenous, Black, and people of colour, persons with disabilities, young workers, and those who identify as women.

Interested in working with us? Here's how to apply.

Please send your resume and cover letter **by 5 PM on November 15, 2023**, to: Jobapplication@heu.org (subject line: Human Resources Manager, Your Name).

Please note that although we appreciate your interest, due to the volume of applications, we will only be responding to those who are selected for an interview.