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STRATEGIC DIRECTOR, PEOPLE, CULTURE & DIVERSITY (ORGANIZATIONAL DEVELOPMENT, TALENT ACQUISITION AND SHARED SERVICES)

NATURE AND SCOPE OF WORK

People are at the core of Capilano's success and the People, Culture & Diversity (PCD) Department supports this success through the planning, development, implementation and management of a broad range of services. These services span recruitment, development, wellbeing, compensation, classification and collective agreement negotiation and administration.

The Strategic Director, People, Culture & Diversity provides leadership in the planning, developing and managing of programming and services relating to:

- Talent Acquisition
- Organizational Development
 - Employee engagement
 - Learning and development
 - Diversity, equity and inclusion (DEI)
- Shared Services
 - People analytics
 - Total compensation
 - HR information systems

The Strategic Director will build relationships at all levels of the organization to understand needs and support continued improvement in service delivery. Reporting to the Strategic Director is a team of HR professionals.

The position reports to the VP, People, Culture and Diversity.

ILLUSTRATIVE EXAMPLES OF DUTIES

Strategy and Operations

- Act as a visionary leader, driving transformation and championing the value of the People Services areas of expertise.
- Sits on the VP, PCD's leadership team, providing input to development of the division's overarching strategies, and sharing responsibility for achievements and success.
- Works collaboratively with the VP, PCD and other division leaders to ensure a strategic, integrated, and broad approach to all program planning, development and delivery.

- Leads department strategies, plans, policies, standards, processes and programs aimed at supporting delivery of the People Services portfolio.
- Supports the drafting of policies relating to the People Services portfolio that have University-wide implications.
- Ensures that planning and development of initiatives and programs within the People Services portfolio aligns with relevant policies, labour law and collective agreements.
- Leads and supports the design, delivery and assessment of initiatives designed to improve how employees engage with the organization at key stages of the employee lifecycle, in consultation with other managers and with key parties.
- Track and measure the performance of the People Services portfolio and its activities.
- Prepares and administers the departmental budget for PCD, in partnership with the PCD Leadership Team.
- Liaises with external partners, including the Public Service Employers Council (PSEC), Post-Secondary Employers Association (PSEA), other post-secondary institutions, vendors, and consultants.
- Directs the research of best practice, trends and methods, and determines appropriate application to department programs, services and initiatives.
- Represents the University on internal and external committees.

Leadership

- Provides overall direction and supervision of the Talent Acquisition, Organizational Development, and Shared Services teams in PCD.
- Fosters a collaborative and supportive team approach for all reporting areas, and with all other departments in the division.
- Builds and maintains relationships within PCD, as well as other departments, faculty, staff, leadership and union representatives.
- Manages directly reporting staff, overseeing, and participating in selection, coaching, mentoring, development, performance management and all other people-management practices.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of human resources objectives, best practices, and policies related to such areas as talent acquisition, organizational development, learning and development, DEI, compensation, HRIS,, position classification and workforce design.
- Thorough knowledge of interpretation and application of collective agreements.
- Considerable knowledge of applicable employment legislation such as the Employment Standards Act, Labour Relations Code, Human Rights Act.
- Demonstrated ability to express views, ideas and facts effectively orally and in writing including ability to be persuasive and encourage collaboration and input from others.
- Demonstrated ability to work with others in many different capacities including coach, teacher, advocate, expert advisor, and collaborator.

- Demonstrated ability to develop, plan, execute and complete multiple projects simultaneously; to work well under pressure and to effectively meet deadlines and organizational requirements.
- Familiarity with the objectives and operations of a post-secondary institution.

REQUIRED TRAINING AND EXPERIENCE

- Master's degree in Human Resources Management or related discipline.
- A Certified Human Resource Professional (CPHR) designation is desirable.
- Minimum 10 years directly related progressively responsible mid to senior Human Resource generalist experience, preferably in the post-secondary education sector.
- Minimum of 5 years people leader experience.
- Proven proactive leadership, planning, organizational, analytical and creative problem solving; facilitation, conflict resolution, communication and research skills are a must as are sound judgment, decision-making abilities, strategic abilities and political perceptiveness.
- Versatility and flexibility is key to functioning effectively in a challenging, constantly changing, and intensive fast-paced dynamic democratic environment. Superior ability to independently prioritize and manage multiple demands often with competition priorities. Computer literacy required.
- Equivalent combination of education, training and experience may be considered.