

Class No.:	Administrator
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Associate Vice President, People, Culture & Diversity

POSITION SUMMARY

The Associate Vice President, People, Culture & Diversity (AVP, PCD) is a key member of Capilano University's senior leadership team and reports directly to the President. As the University's senior human resources executive, the AVP, PCD provides strategic leadership and oversight for all people-related functions, including human resources, labour and employee relations, organizational development, equity, diversity and inclusion, workplace well-being, and culture.

NATURE AND SCOPE OF WORK

Strategic People & Culture Leadership: Provides strategic leadership for the development and execution of the organization's people strategy, ensuring alignment with institutional priorities and long-term objectives. Working collaboratively with leaders across academic and administrative departments, the role advances initiatives that support workforce planning, talent acquisition, employee engagement, leadership development, organizational effectiveness, and workplace well-being. As a trusted advisor and strategic partner, the Associate Vice-President fosters a high-performing, inclusive, and values-driven culture, promoting collaboration across the institution to attract, develop, and retain exceptional talent while strengthening organizational capacity and achieving shared goals.

Labour Relations, Collective Bargaining & Legislative Compliance: Provides executive leadership for labour relations and workforce governance within a complex, multi-union environment. Oversees the development and execution of labour relations strategies that support organizational priorities, foster constructive union-management relationships, and promote a positive and productive workplace culture. Leads collective bargaining preparation and negotiations, either directly or through the leadership of designated teams, and provides strategic direction on the resolution of grievances, disputes, and other workforce matters. Ensures institutional compliance with applicable employment, labour, human rights, and occupational health and safety legislation, while proactively identifying and managing organizational risk. Partners with senior leaders and legal counsel on complex labour and employment matters, providing expert advice and guidance to support informed decision-making and organizational effectiveness.

Equity, Diversity, Inclusion & Indigenous Reconciliation: Provides strategic leadership in advancing equity, diversity, inclusion, accessibility, and belonging across the University,

fostering a culture where all members of the community can thrive. Leads the development and implementation of people strategies, policies, and programs that embed inclusive practices throughout the employee lifecycle and strengthen organizational capacity for equity-informed decision-making. In collaboration with the Indigenous Education & Affairs department, supports and advances institutional commitments to decolonization and Indigenization by integrating Indigenous perspectives, ways of knowing, and culturally responsive practices into human resources, leadership development, recruitment, retention, learning, and employee engagement initiatives. Champions reconciliation and works collaboratively across the University to create a more equitable, inclusive, and culturally safe workplace.

Organizational Development & Strategic Workforce Planning: Provides strategic leadership for organizational development and workforce planning initiatives that enable the University to achieve its long-term goals. Leads the development of people strategies that enhance organizational effectiveness, strengthen leadership capacity, support succession planning, and foster a high-performing and engaged workforce. Partners with senior leaders across the institution to assess current and future talent needs, identify workforce trends and risks, and implement innovative solutions that support employee growth, adaptability, and organizational sustainability. Ensures workforce planning and development initiatives align with the University's strategic priorities, values, and commitment to excellence.

Employee Experience & Well-Being: Provides strategic leadership for the development and delivery of programs, services, and initiatives that enhance employee experience, engagement, health, and well-being across the University. Leads the creation of a supportive, inclusive, and people-centered workplace culture that promotes psychological safety, belonging, professional growth, and employee success. Partners with leaders throughout the institution to develop strategies that strengthen employee engagement, recognize and support workforce needs, and foster a positive work environment that enables individuals and teams to perform at their best. Ensures employee well-being initiatives align with the University's values, strategic priorities, and commitment to creating an exceptional workplace experience.

Governance, Risk & Compliance: Provides strategic support of the University's governance, risk management, and compliance frameworks, ensuring people policies, practices, and decisions align with legislative requirements, institutional policies, and best practices. Works collaboratively with leaders across the University to identify and mitigate workforce-related risks, strengthen accountability, and promote sound governance and ethical decision-making. Provides expert advice on human resources implications related to institutional risk and compliance matters, while fostering a culture of transparency, integrity, and continuous improvement that supports the University's strategic objectives.

External & Sector Relations: Represents the University in sector forums and liaises with Post-Secondary Employers Association and the Public Sector Employers Council and applicable government ministries on human resources and labour relations matters.



REQUIRED LEADERSHIP COMPETENCIES

- Organizational Commitment: Aligns behaviour with CapU's strategic goals and priorities.
- Strategic Planning & Organizing: Sets priorities, measures outcomes, and adjusts based on feedback and anticipated operational needs.
- Results Orientation: Delivers accurate, timely outcomes; navigates obstacles with foresight.
- Decision Making & Judgment: Balances fairness, risk, and evidence; maintains integrity and procedural justice.
- Change Management: Champions change; supports employees through transitions.
- Innovation: Encourages bold thinking and intelligent risk-taking; learns from setbacks.
- Leadership & Employee Development: Coaches and develops talent; builds inclusive, high-performance teams.
- Collaboration: Builds cross-functional partnerships; solves complex issues for community benefit.

QUALIFICATIONS:

- Undergraduate degree in Human Resources, Business, Public Administration, or related field; Master's degree (MBA/MPA or equivalent) preferred.
- CPHR designation preferred (or eligibility); other relevant certifications are assets.
- Significant senior HR leadership experience in a complex unionized public-sector or post-secondary environment.
- Demonstrated expertise across recruitment, collective agreements and bargaining, employee development, performance management, compensation/benefits, occupational health and safety, wellness, and HRIS/process modernization.
- Proven change leadership, dispute resolution/mediation, and stakeholder influence skills; high emotional intelligence and political acumen.
- Strong data literacy and experience building KPI dashboards and workforce analytics to support decision-making.

