

Classification	Executive
Original Date:	May 20, 2021
Revision Date:	
Pay Group:	18

JOB DESCRIPTION – VICE PRESIDENT, PEOPLE, CULTURE & DIVERSITY

NATURE AND SCOPE OF WORK

Reporting directly to the President of the University, the Vice President, People, Culture and Diversity (the Vice President) is a senior administrative officer of the University and a key member of the executive team. This position is responsible for developing and sustaining human resource activities that support Capilano's distinct employee experience. In this regard the role leads and advises senior and executive leaders across the University on strategic and operational activities and actively guides key people decisions. This role serves as a partner for human resources strategies and operations including talent strategies; recruitment; performance management; HR operations; labour relations; employee engagement, employee health and well-being and furthers equity, diversity and inclusion strategies and actions.

In addition to campus-specific activities, the Vice President is responsible for reaching out across the broader community to promote the Capilano employee experience and to partner with these communities and local organizations to support closer relations.

The Vice President leads and develops an employee group that includes managerial and exempt staff. The role regularly reports to the Board on human resources and labour relations issues.

The Vice-President, People, Culture and Diversity reports directly to the President and is a member of the executive team.

ILLUSTRATIVE EXAMPLES OF DUTIES

General Responsibilities

- Provides advice to the President, VP's, Deans and Directors and, when applicable, the Board on matters pertaining to human resources and diversity, and actively promotes the use of best practice as a means to differentiate the "CapU experience".
- Provides direction and focuses support on the ongoing enhancement of performance and development programs, employee recognition initiatives, and career development opportunities for employees that instill a culture of continuous development and growth through reflective practice.
- Provides leadership across the University to build an inclusive and diverse employee group which directly contributes to the Capilano University student and alumni community.



- Ensures that all policies, workforce strategies, recruitment practices, talent development programming and execution are focused on creating and maintaining a diverse, equitable and inclusive workforce where talent of all genders, backgrounds, ethnicities, and beliefs can thrive.
- Works through the People, Culture and Diversity Team and directly with University leaders to ensure consistency in the areas of hiring practices, learning and development, orientation, promotions, and diversity.
- Through integrated planning, provides guidance and support to senior leaders on matters related to organizational change and development, including identifying necessary staffing levels and talent gaps.
- Represents the University and works in liaison with the Post-Secondary Employers' Association (PSEA), Public Sector Employers' Council (PSEC) and applicable Ministries and other institutions on human resources and labour relations matters.
- Administers and provides interpretation and advice to administrators and employees on the consistent, equitable, and fair application of collective agreements, grievances, policies and procedures, and applicable legislation and regulations.
- Serves as chief spokesperson for all University negotiating committees in presenting the University's views and objectives; works with their team to formulate collective bargaining strategies; ensures that the President and Executive are informed on negotiations.
- Represents the University in grievances, arbitrations, and before the Labour Relations Board.
- Oversees employee engagement surveys and promotes practices that focus on increasing overall engagement.
- Provides oversight to the abilities management program and accommodation procedures for all employees. In collaboration with Student Success, directs health and well-being initiatives.
- Prepares and administers the departmental budget for People, Culture and Diversity.
- Prepares regular, special and statistical reports to meet statutory or other legal requirements and the needs of the University. Analyzes data to interpret and forecast workforce trends to inform people strategies.
- Represents the University on international, national, provincial and regional committees and task forces.
- Delegates tasks as necessary and performs related work as required.



Specific Responsibilities

Leadership

- Establishes short and long-term objectives and strategic plans for the People, Culture and Diversity Team, consistent with the University's Strategy.
- Oversees the recruitment, motivation, and performance management of their team to ensure the expertise is in place to meet the goals and objectives of the department's strategic and operating plans.
- Establishes and monitors priorities and objectives, allocates necessary resources, coaches and manages staff performance, and provides training and development opportunities.
- Oversees the management of financial resources to meet the goals and objectives of the department's strategic and operating plans.

Equity, Diversity, and Inclusion

- Centres equity, diversity, and inclusion across all aspects of human resource programs, resources, and services. Leading from an intersectional framework, ensures an accessible, inclusive, and welcoming environment for all staff, building capacity to address and eliminate systemic barriers.
- Ensures that all staff are welcomed and supported. Where policies, programs, or procedures impose barriers to full inclusion, the Vice President is responsible for identifying those gaps and introducing solutions.
- Ensures the objectives of People, Culture and Diversity are aligned with the CapU's 2030 Goals and Objectives.

Collaboration

- Provides strategic and system-wide input and feedback on the design and implementation of innovative HR policies, programs, and practices that will contribute to workplace experience, quality of working life and wellbeing, and effectiveness of CapU staff and faculty.
- Contributes as a member of the executive leadership team to ensure effective and progressive human resource stewardship and evolving HR professional practice management.
- Works collaboratively with other leaders in the University on branding, marketing, and sourcing strategies to attract diverse and talented faculty and staff to CapU.



Strategic Continuous Improvement

- Maintains a keen awareness of the immediate and long-term needs of the University as a whole, and an appreciation of the overall context of University decision making and strategic priorities.
- Develops, monitors and reports on strategic performance metrics for the department's objectives, and utilizes information to make changes and to continuously improve performance.
- Consults with colleagues across the University's faculties and departments to develop, review, renew, and execute on multi-year transition action plans that enhance delivery of HR programs and services.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Deep knowledge and expertise in innovative human resources management.
- Extensive experience in coaching, developing and providing leadership to their team, peers and management in an effort to foster a culture of high performance and service excellence.
- Possesses knowledge of leadership and HR best practices to ensure equity, diversity and inclusion
- Possesses excellent strategic planning, organization and administration skills.
- Understands management of human resources in a multi-unionized environment. Able to work effectively with union and association leaders.
- Enhanced sensitivity to matters of diversity and inclusion, and proven experience in reflecting these matters in workplace culture and practices.
- A strategic, flexible and pragmatic thinker who is able to lead and influence successful outcomes in a distributed decision-making environment.
- Is deeply committed to developing the capacity of others in the organization to be successful in their spheres of influence.
- Takes considered risks and fosters risk-taking to support progress and innovation. Demonstrated financial management skills.
- Demonstrated ability to influence transformative change through persuasion, negotiation and collaboration.



Relationship and Leadership Skills

- Collaborative by nature, and a relationship builder with vision and integrity.
- Strong interpersonal and analytical skills. Confident, positive, creative, energetic, resilient, a self-starter.
- Excels in promoting a positive and ethical work environment. Able to encourage and support diversity in the workforce.
- High emotional intelligence and political acumen, with the ability to communicate across mediums in a clear and concise manner.
- Possesses a strong people-centric ethic.
- Proactive leader with excellent listening skills who is seen as approachable, flexible and accessible.
- Able to develop trusting work relationships quickly and effectively.
- Possesses a track record of supporting and motivating team members by providing a sense of opportunity based on performance and expertise.

Personal Characteristics

- Showcases respect, wisdom, and integrity.
- Energetic and enthusiastic.
- Innovative and creative – looks for new ways to tackle challenges and issues.
- Comfortable with making difficult decisions and dealing with sensitive issues. Can take a stand and be assertive when required.
- Exercises good judgment and deals with issues in a balanced and fair manner.
- Able to work under pressure and performs productively in deadline situations.
- Possesses the presence, stature, and ability to build credibility throughout the entire University.
- Must be extremely organized and able to manage competing priorities.



- Inspiring, visionary and an ambassador for the department across the University.
- Self-motivated and takes initiative.

LEADERSHIP COMPETENCIES

Organizational Commitment

Recognizes the role they play at CapU and aligns own behaviour with the goals and priorities of the University to help meet the university needs.

Vision & Goal Setting

Defines, implements and manages the University's vision and goals. Anticipates current and future trends within the sector and develops strategies for the organization to move forward.

Strategic Planning & Organizing

Aligns departmental priorities with the University's vision and mission. Measures outcomes and uses feedback to change as needed. Proposes solutions and alternatives on allocation of resources to achieve the University's outlined strategy. Approaches decision making with an eye on the potential impact on student enrollment, engagement and success.

Results Oriented

Takes responsibility for own work. Feels personally committed and accountable to deliver results quickly, accurately and effectively. Uses thoughtful judgment when responding to situations that are not going well and uses foresight to overcome obstacles.

Decision Making & Judgment

Identifies problems, involves others in seeking solutions, conducts appropriate analyses, searches for best solutions and responds quickly to new challenges. Makes clear, consistent and transparent decisions. Acts with integrity in all decision making, distinguishing relevant from irrelevant information. Assures adequate control and accounting of all funds including maintaining sound financial practices. Takes a cross-university view.

Change Management

Demonstrates commitment to change initiatives at the organization and acts as a change champion. Communicates, supports and manages employees through change. Anticipates and prepares for obstacles.

Innovation

Has the courage and resilience to challenge convention. Creates an environment that supports bold thinking, experimentation and intelligent risk taking. Uses setbacks as a valuable source of insight and learning.

Leadership



Ability to lead, coach and inspire employees towards the organization's goals and priorities. Develops a positive and inclusive environment that promotes feedback, recognition and development of employees.

Employee Development

Encourages and supports employee participation in personal and professional development. Able to coach, evaluate, develop and inspire direct reports. Provide constructive and objective performance feedback on a regular basis. Acknowledges and encourages good performance and discusses performance problems in a timely manner.

Leading Self

Demonstrates self-awareness by maintaining and understanding one's emotions, attitudes and beliefs. Recognizes one's strengths and areas for further development. Acts with integrity and respect at the workplace.

REQUIRED TRAINING AND EXPERIENCE

- A degree in a relevant discipline combined with a number of years of progressive experience in a senior human resources role in a complex unionized environment.
- Post-Secondary and/or public sector experience would be beneficial.