

POSITION AVAILABLE

## DIRECTOR OF HUMAN RESOURCES FULL-TIME

We are privileged to learn, work, and live on the traditional territory of the Sc'ianew (Beecher Bay) First Nation.

Pearson College UWC stands as a beacon of hope and education, founded in 1974 with a vision to make education a force that unites people, nations, and cultures for peace and a sustainable future. Our mission is deeply rooted in this vision, striving to empower students from diverse backgrounds to actively engage in creating a better world.

At Pearson, we are more than just an educational institution; we are a vibrant community of passionate individuals committed to fostering global understanding and positive change. As one of 18 United World Colleges around the world, our students undergo a rigorous selection process involving over 150 National Committees worldwide. They are chosen not only for their academic potential but also for their demonstrated dedication to making a meaningful impact on the world. Moreover, the majority of our students receive substantial financial aid, ensuring that opportunities for transformative education are accessible to all.

**Pearson College UWC is recruiting for an outstanding Director of Human Resources.**

**Reporting to:** Head of College

**Position Summary:**

The Director of Human Resources (HR), reporting to the Head of College and serving as a key member of the Leadership Team, is responsible for overseeing all aspects of human resources services. This includes labor and employee relations, recruitment and selection, succession planning, payroll, HR policies and procedures, health, safety, and wellness for both teaching and non-teaching staff. The Director's focus is on supporting the college's goal of achieving excellence in educational outcomes through effective HR strategies and services.

The successful candidate for the Director of HR role will have demonstrated a proven ability to partner with department leaders, foster alignment, engagement, and high performance across teams. This individual is a leader who earns the trust and confidence of others by delivering reliable, accurate, and inspiring HR service that balances the needs of the employee and the organization. Able to think strategically and execute operational plans, the Director

LESTER B. PEARSON COLLEGE OF THE PACIFIC AND UNITED WORLD COLLEGES (CANADA) INC

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works collaboratively with college leadership and the HR team to create a positive and effective work environment for all employees.

The Director must be aligned with the core values of Pearson College and committed to the mission of the United World Colleges so that they are able to thrive in a diverse community. This role is based on campus at Pearson College.

### Responsibilities

- Serve as a trusted advisor to department leaders and build rapport with employees across the organization.
- Provide support in the annual budgeting process related to employee compensation, workforce trends, and organizational planning.
- Lead labor relations activities, including collective bargaining, grievance handling, and investigations.
- Foster positive working relationships with the Professional Employees Association (PEA) regarding negotiations and other HR matters for bargaining unit members.
- Ensure the effective execution of HR programs, processes, and strategic initiatives.
- Collaborate with department heads and recruitment teams to design and implement recruitment strategies.
- Oversee an inspiring and thorough employee orientation process, ensuring new hires are well integrated into Pearson College's operations and culture with a sense of belonging.
- Partner with departments to develop and deliver employee training and professional development programs.
- Provide guidance during the annual goal-setting process and offer ongoing HR support.
- Analyze and report people metrics and HR trends, both internal and external, making data-driven recommendations for improvement.
- Offer expert advice on college policies, collective agreement(s), and act as the point of contact for policy-related inquiries.
- Coach, mentor, and support supervisors and leaders in building and managing high-performing teams.
- Oversee disciplinary actions, up to and including termination, and provide leadership in conflict resolution.
- Conduct internal investigations and provide appropriate documentation and reporting.
- Lead internal support for any external investigations required by the college.

- Stay updated on and implement processes to ensure compliance with employment standards, human rights, labor laws, etc.
- Lead and support training workshops designed to improve the skills and capabilities of managers and employees.
- Develop and maintain HR policies, procedures, and guidelines, ensuring they align with college values.
- Provide regular reports to the Head of College on HR matters, including those required by the Board of Directors, occasionally presenting to the Board.
- Supervise HR staff and provide direction for their professional duties at Pearson College.
- Support the Head of College in maintaining a respectful, inclusive community by ensuring adherence to college policies.
- Act as the employer representative (or their delegate) for the Joint Health & Safety Committee and WorkSafeBC.

### **Skills and Preferred Experience**

- Bachelor's degree in Human Resources, Labor Relations, or a related field; CPHR certification preferred.
- +10 years of progressive HR experience, including significant exposure to labor relations, collective bargaining and not-for-profit organizations; experience in an educational environment is a plus.
- Trained and experienced in investigating sensitive complaints such as harassment, bullying, and other workplace issues.
- Exceptional communication skills, both written and verbal.
- Proficiency in human analytics and using data to inform HR decisions.
- High emotional intelligence, with a flexible, solution-focused approach to problem-solving.
- Results-oriented with the ability to build trusted relationships across the organization.
- Experience in designing and facilitating workshops and training sessions.
- Strong knowledge of provincial Employment Standards, Human Rights legislation, BC Labor Relations Board, and other relevant employment laws.
- Extensive knowledge with payroll, benefits administration, and HRIS software systems.

### **Compensation & Organization**

This is a permanent, full-time position of 35 hours per week. Located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria, BC. Salary range is \$110,000 - \$125,000 per annum, plus a comprehensive benefits package that includes five weeks of

## PEARSON COLLEGE



vacation with additional paid time off during Christmas, extended health & dental coverage, matching RRSP program and on-site meal program. Applications will be accepted until the position is filled and are reviewed daily. Only candidates selected for an interview will be contacted. Candidates must be eligible to work in Canada and pass a criminal record check. Résumés and a cover letter can be emailed to [careers@pearsoncollege.ca](mailto:careers@pearsoncollege.ca).

*As an inherent part of our United World College values, Pearson College UWC is actively committed to Anti-Racism, Diversity, Equity and Inclusion in our living, learning and work environments. In pursuit of our values, we seek individuals who will work respectfully and constructively with differences and across levels of privilege and power. We actively encourage applications from members of groups experiencing barriers to equity.*

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