

Senior Director of Human Resources, YWCA Regina 2022-09-14

Hours of Work: Flexible, based on 37.5hrs/week

Length of Employment: Permanent

Start Date: Immediate

Salary/Hourly Wage: \$65,130 - \$88, 695

Open to: Internal/External

YWCA Regina Inc, established in 1910, aspires to a world where communities benefit from the full and equitable inclusion of women and families and that the experiences and perspectives of women and families are reflected in all facets of society. We are a community voice of and for women and a trusted partner in addressing the most complex community issues faced by women and our community. YWCA Regina provides childcare, shelter and housing, community programs, family support programs, and outreach.

YWCA Regina Inc. Values

Respect: *Everyone is deserving of an equitable and judgement free environment*

Inclusion: *Everyone has an equal voice*

Trust: *Our work is done with integrity and authenticity to maintain the trust we have gained in our community*

Encouragement: *We meet people and community where they are to support where they want to be*

Resiliency: *We address difficult conversations and community issues*

YWCA Regina is committed to anti-colonial, anti-racist practice and to a workplace that prioritizes cultural safety. In addition, YWCA Regina is committed to creating a safe, inclusive, and accessible services and spaces for Gender and Sexually Diverse Persons. YWCA Regina acknowledges and accepts that our social systems, communities, and often our interpersonal relationships, organizational processes, advocacy, and practices perpetuate the marginalization of Indigenous peoples, Black people and Gender and Sexually Diverse people. YWCA Regina is committed to systemic change and to actions that further justice, truth, and reconciliation for marginalized peoples. YWCA has established commitments that outline the implementation of new practices and procedures involving actionable changes to policy, systems and governance.

Position Description:

Under the supervision of the CEO and as a member of the Senior Director team, the Senior Director of Human Resources has a primary responsibility of advancing the strategic direction of the association through giving leadership to and supporting the staff and volunteers of the YWCA. The Senior Director of Human Resources will work cooperatively with the CEO and other senior directors to build organizational capacity through new initiatives and by maintaining departmental functions and efficiencies. The Senior Director of Human Resources will contribute to a healthy team culture amongst management staff that enhances collaboration, with a respectful approach to challenging association issues. The Senior Director will engage in the entire life cycle of employees and volunteers, cultivating a healthy and supportive work environment where all employees and volunteers can thrive. This is a new position to the organization.

Responsibilities:

The Senior Director of Human Resources oversees the human resource functions of the organization and ensures the integrity of policies and practices. Specifically:

- Develop and implement HR strategies and initiatives that align with overall association strategies and frameworks;
- Promote association values to shape a positive culture, using employee engagement initiatives to measure the overall health of the organization;
- Performs, in coordination with senior team, regular job analysis for positions across the organization to identify the knowledge, skill and expertise required to perform job descriptions effectively
- Supports the organization workforce by establishing a consistent recruiting, interviewing and onboarding programs;
- Provides leadership and guidance to Director of Training and Development to ensure that staff have the resources and skills to perform job requirements;
- Provides leadership and guidance to YWCA Managers of HR to ensure that all administrative tasks are complete and accurate;
- Develops policies and ensures that processes are implemented that support effective employment standards, equitable compensation and benefits programs, workplace safety and on-going training, mental health support and development;
- Coordinates, in consultation with the senior team, the development and implementation of consistent performance review processes, performance improvement plans and goal setting;
- Implement and maintain human resource information system and ensure that it supports the needs of the organization and its employees
- Manages and oversees association benefit program and plan

Qualifications:

- 3+ years of experience in a relevant or related industry such as human resources or Bachelor's Degree; in a field related to human resources management
- Knowledge and sound understanding of applicable federal and provincial legislation and

regulatory requirements related to the areas of accountability such as the Saskatchewan Employment Standards Act and Saskatchewan Human Rights Code

- Strong aptitude for problem solving, keen eye for detail and consistency, flexible and excited to tackle new learning opportunities
- Ability to work independently while also collaborating with internal and external partners
- Value relationships and have the ability to communicate effectively and support conflict resolution
- Extensive experience building effective relationships with diverse groups of individuals, including staff who are physically located in different workplaces;
- Solid understanding of community based organization functions and business functions;
- Evidence of working closely with and in collaboration with community partners leading in collaborative solutions to problems;
- Working from a feminist, anti-oppressive and anti-racist perspective.
- Experience working in a trauma-informed environment and a strong understanding of 'social justice is action'
- Knowledge of Indigenous culture, history, and practice, as well as evidence of extensive engagement with and commitment to, the Indigenous community;

How to Apply:

Submit your cover letter and resume to Emily MacNeill, YWCA Executive Assistant, at emilym@ywcaregina.com or drop off/mail to 1940 McIntyre Street, Regina, SK, S4P 2R3 marked Attn: Emily MacNeill by October 5th, 2022.

Note: Only applicants Selected for an interview will be contacted. No phone calls, please.