



## POSITION ANNOUNCEMENT

<b>JOB TITLE</b>	<b>DIRECTOR, HUMAN RESOURCES &amp; TRAINING, UB NORTH</b>
<b>TYPE OF VACANCY</b>	<b>MID-MANAGEMENT</b>
<b>DEPARTMENT/UNIT</b>	<b>HUMAN RESOURCES</b>
<b>REPORTS TO</b>	<b>VICE PRESIDENT, HUMAN RESOURCES</b>
<p><b>SUMMARY:</b> Candidates are being sought to fill the position of The Director, Human Resources &amp; Training at the UB North campus. The successful individual must have the ability to maintain a high level of professionalism and confidentiality as well as remain adaptable, proactive, resourceful, and efficient in this crucial role. In addition, the successful candidate will have exceptional organizational skills, be able to multitask, exercise sound judgment and manage time-sensitive matters. The Director will be responsible for providing direct support to the Vice President of Human Resources and Campus President, UB North in developing, directing, managing, and executing the company's human resources functions. The Director will maintain regular contact with the Campus President, UB North so as to keep abreast of any needs or concerns specific to the UB North Location. The candidate will provide direction, planning, project coordination, and management for the functions of: Talent Acquisition, Talent Management and Performance Management, Succession Planning, Compensation and Benefits, Training, Workplace Relations, and Workforce Planning.</p>	
<p><b>DUTIES &amp; RESPONSIBILITIES:</b> The position of Director, Human Resources &amp; Training, UB North is required to perform a variety of tasks including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>➤ Serve as a link between management and employees, helping to resolve work-related issues;</li> <li>➤ Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for the improvement of institution-wide policies and practices;</li> <li>➤ Liaise with the Campus President to understand the needs of the campus and its strategic plan and direction. These needs include but are not limited to staffing, industrial relations, benefits &amp; compensation and or employee relations;</li> <li>➤ Maintain dotted line reporting to Campus President, UB North and Executive Vice President</li> <li>➤ Assist in UB North recruitment processes for faculty and staff;</li> <li>➤ Facilitate the onboarding and offboarding processes for all level of employees;</li> <li>➤ Provide responses to queries, interpret HR policies and procedures, prepare and disseminate written communication (letters, emails, minutes, reports, etc.) accurately and in a timely manner; track and follow-up as required;</li> <li>➤ Ensure the accuracy, security, and confidentiality of all HR data;</li> <li>➤ Ensure that the data management is kept digitally and accurately;</li> <li>➤ Facilitate timely processing and support of leaves;</li> <li>➤ Coordinate the performance management process for the assigned units. This includes but is not limited to performance reviews, training, coaching, investigations, and disciplinary sessions. Ensure that the process is executed in accordance with HR best practices and Union Agreement when and where applicable;</li> <li>➤ Identify the training gaps in the various departments and develop training programs to suit the departmental needs;</li> <li>➤ Continually research methods and techniques in workplace training and remain up-to-date on developments within the industry;</li> </ul>	

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- Administer testing tools to evaluate the efficacy of each training program after the completion of training courses to determine the effectiveness of training strategies;
- Actively research current training methods and best practices to facilitate the training employees;
- Conduct regular meetings with senior management to identify subjects to be addressed or areas in need of additional instruction;
- Responsible for the creation and/or generation of reports relative to trends, forecasts and other statistics that will aide in the management and further development of UB North employees
- Responsible for the identification of critical positions, potential successors and appropriate developmental programs to ensure business continuity

### **REQUIREMENTS:**

- Strong analytical skills with a sound knowledge of HR data systems and functional operations;
- Excellent organizational skills with high level of attention to accuracy and completeness;
- Excellent presentation, negotiation and conflict resolution skills with the ability to build relationships at all levels within the organization;
- Ability to lead change and transformation efforts, ensuring that the customer's needs are met;
- Ability to thrive in a fast-paced and demanding environment;
- Excellent time management skills and the ability to prioritize work;
- Attention to detail, strong problem-solving skills;
- Excellent written and verbal communication skills;
- Ability to interact with individuals at all levels of the organization, including senior executives, mid-managers, faculty, and colleagues in a professional manner;
- Excellent team player and problem solver;
- Outstanding written and oral communication skills;
- Demonstrated discretion and judgment when dealing with confidential and sensitive information;
- Proven office administration and customer service skills;
- High emotional intelligence, with a keen appreciation for diplomacy, tact, confidentiality and group dynamics;
- Demonstrable enthusiasm for staff training and development;
- Keen awareness of best practice in the Human Resources field.

### **QUALIFICATIONS:**

- Masters' degree in Human Resource or relevant degree.
- HR certification is a plus.
- Five or more year's relevant experience at management level
- Experience in a customer-centric service-delivery business is desirable;
- Demonstrated proficiency with business applications, such as Microsoft Office suite (HRIS)
- Proficiency with Human Resource information systems and time and attendance systems. Critical thinking skills demonstrated through the ability to find alternative solutions to logistical work challenges.



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<b>Salary Grade</b>	<b>D-1</b>
<b>Date Published</b>	<b>October 26, 2023</b>
<b>Application End Date</b>	<b>November 9, 2023</b>
<b>Date to be Removed</b>	<b>November 9, 2023</b>
<p><b>Requested Information:</b> Interested applicants should submit the following electronically to the Human Resources Department Application Portal (<i>Use the Position Listing to select the job opening</i>). The following documents are required to complete the application:</p> <ul style="list-style-type: none"><li>➤ A cover letter of interest highlighting work experience and accomplishments relevant to the position;</li><li>➤ Current Curriculum Vitae or Resume;</li><li>➤ Copies of Qualifications and Certificates;</li><li>➤ At least three (3) written, professional references</li></ul> <p><a href="https://ubhrapply.info/PeopleFirst">https://ubhrapply.info/PeopleFirst</a></p>	
<p><i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Director, Human Resources &amp; Training, UB North.</i></p>	