

PEARSON COLLEGE UWC

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www.pearsoncollege.ca

10 JULY, 2017

POSITION: Human Resources Officer and Volunteer Coordinator

REPORTING TO: Director of Finance and Human Resources

APPLICATION DEADLINE: 28 July, 2017

START OF TERM: Before September 2017

ABOUT PEARSON COLLEGE UWC

In 1974, Pearson College was founded as Lester B. Pearson United World College (UWC) of the Pacific. The College campus, located on the traditional territory of the Scia'New (Beecher Bay) First Nation, is situated on the southernmost tip of Vancouver Island, British Columbia, along the shores of the Pacific Ocean at Pedder Bay. Today, Pearson College is one of 17 UWC schools worldwide.

Like all UWCs, Pearson believes that its mission – “to make education a force to unite people, nations and cultures for peace and a sustainable future” – is transformational. Pearson is a two-year pre-university school for up to 200 exceptional students selected to represent over 100 countries who live, study, and grow together. Many students come from regions of conflict or difficult and challenging economic backgrounds. More than 4,000 students have graduated from Pearson and work in a variety of professions in every corner of the world.

Pearson offers the International Baccalaureate (IB) Diploma, the most recognized and respected high-school diploma in the world, together with a full experiential education.

CAREER OPPORTUNITY

One of the first schools in North America with the IB Diploma Program, Pearson College continues to develop curriculum, such as the IB Marine Sciences course, which has been adopted by the IB Organization for use around the world.

At Pearson, students are offered the opportunity to embrace a whole education – a powerful one that pays equal respect to academics, service, leadership, physical pursuits, creative expression, experiential learning and the lessons of learning and living together. For more information, please visit www.pearsoncollege.ca

POSITION SUMMARY

The Human Resources Officer (HRO) works closely with and under the direction of the Director of Finance and Human Resources on all HR matters. The incumbent collaboratively originates and leads HR practices and objectives that provide for a well-informed, high-performance culture, emphasizing empowerment, quality, productivity, goal attainment, a respectful workplace and the recruitment, ongoing development and retention of an exceptional workforce.

The HRO is responsible for the development of processes and metrics that align with the College strategic plan and support its mission and coordinates the implementation of people-related services, policies, and programs and assists and advises departmental leaders on HR issues.

The HRO guides and administers the overall provision of Human Resources services, policies and programs for Pearson College's 50-60 full and part-time faculty and staff. General areas of responsibility -- Human Resources Administration, Human Resources Information Systems (HRIS), Employee Training and Development, Employee Recruitment, Employee Relations, Volunteer Program Coordination – include, but are not limited to, specific duties such as:

- Departmental recruiting, training and development of employees.
- Approving job descriptions/advertisements and coordinating candidate interviews.
- Coordinating organizational development and planning.

CAREER OPPORTUNITY

- Maintaining and updating employee development and performance evaluation.
- Ensuring legal compliance with regulatory employment standards.
- Advising supervisors and other employees on employment law and Pearson employment policies and procedures.
- Coordinating employee on-boarding and administrative support for training.
- Updating, developing and maintaining HR policies.
- Maintaining HR and policy documentation and record-keeping.
- Providing College-wide facilitation and employee communication on HR matters in coordination with Communications.
- Coordinating employee services and housing administration.
- Advising on employee safety, welfare, wellness, health and HR counseling,.
- Assisting with negotiation of salaries, contracts and benefits.
- Managing volunteer resources to assist in the delivery of College programs and services.
- Other duties as assigned.

POSITION SKILL REQUIREMENTS

- Experience in and excellent working knowledge of compensation/benefits, organizational planning, recruitment, organization development, employee relations, workplace safety, employee engagement and employee development.
- Above average knowledge of employment laws and practices and experience working with employment lawyers.
- Excellent active listening, negotiating and presentation skills.
- Excellent written and spoken English. Additional language(s) an asset.
- Outstanding interpersonal relationship-building and employee coaching and mentorship skills
- Demonstrated ability to lead and develop HR policies and practices in an educational setting.
- HR experience in the educational sector, preferably at a secondary school, is a highly valued asset.
- Demonstrated ability to serve as a knowledgeable resource to the executive management team.
- Excellent computer skills with Microsoft Office/O365 or equivalent, including knowledge of MS Word and Excel. Experience with HR Information Systems (HRIS) an asset.

CAREER OPPORTUNITY

- Experience in the administration of benefits and compensation and other HR recognition and engagement programs and processes.
- Ability to exercise utmost discretion and confidentiality in the execution of Human Resources administration.
- Excellent organizational management skills.

POSITION QUALIFICATION REQUIREMENTS

- Minimum Bachelor's degree or equivalent in Human Resources, Business or Organizational Development or a related field.
- CPHR (or former CHRP) designation preferred.
- Minimum of ten years of progressive experience in Human Resources positions – educational setting preferred.
- Specialized training or background in employment law, compensation/benefits, organizational planning, organization development, employee relations and employee safety, including a harassment free and respectful workplace.
- Active affiliation with Human Resources networks and organizations and community involvement.
- Experience working with volunteers in a program setting preferred.

COMPENSATION

Pearson College UWC offers an attractive compensation package, including a competitive base salary as well as health, RRSP and vacation benefits to an outstanding and qualified applicant.

APPLY

Applications will be accepted until 28 July 2017. The Human Resources Officer will be expected to take up their position prior to the commencement of the school year in September 2017. Only candidates selected for an interview will be contacted. Interested candidates should email a letter of interest and résumé to hr@pearsoncollege.ca.

Pearson College UWC is committed to diversity and equity in employment. All qualified applicants are encouraged to apply; however, Canadians and permanent residents shall be given priority.