

Director of Human Resources

Peninsula Co-op is retail with a difference. Being member owned, we focus our profits on giving back through yearly rebates, by supporting many community initiatives and by sharing profits with our staff. As we've grown and evolved, our collective roots now date back more than 60 years, yet we remain a locally-focused Co-op with more than 108,000 members and ambitious plans to continue growing the business on Vancouver Island.

Peninsula Co-op invites applications for the position of Director of Human Resources, based at our business office in Central Saanich, BC.

The Director of Human Resources is part of the senior management team, reporting to the Chief Executive Officer, leading a small team of HR professionals to meet the needs of our organization now and into the future as we continue to add new locations and diversify our lines of business. The Director of Human Resources performs a key role as a resource to senior leadership and the Board of Directors in developing and implementing the human resource portion of Co-op's strategic plan, including organizational design, workforce planning, employee engagement, learning and development, succession planning, diversity and inclusion initiatives, change management, compensation and benefits and health and safety. This position works closely with the retail leadership team to ensure consistent alignment of HR programs and practices across the organization. The Director of Human Resources is responsible for ensuring that the activities of the HR team support the growth and development of our people and our Co-op while maintaining our award-winning culture and brand.

Responsibilities

- Leads the implementation and execution of human resource strategies that align with the Co-op's short and long-term business strategies and priorities.
- Leads development and implementation of business improvements, using best practice and performance metrics where available.
- Ensures effective leadership development practices are in place at all levels of the organization, including talent reviews, succession planning, performance management and development activities.
- Leads workforce planning including needs analysis and oversight of processes related to talent acquisition, onboarding, and orientation.
- Oversees the design and implementation of compensation programs that align with business objectives, rewarding strong performance while supporting the Co-op's culture and competitiveness in the marketplace.
- Oversees internal communications and employee engagement activities, including the HRIS, employee intranet, employee newsletters, general staff meetings, recreational and celebratory events.
- Leads and develops the small team of HR professionals.
- Coordinates human resources strategies and activities related to mergers and acquisitions.
- Ensures regulatory compliance with all applicable laws and regulations in related areas, for example, employment standards, human rights and health and safety.
- Monitors trends and regularly reports to management on key performance indicators in related areas, for example, turnover and retention measures, staff satisfaction, etc.
- Creates and monitors the annual department plan and related budget.

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peninsulaco-op.com

Moving ahead, by giving back

- Maintains the strictest privacy and confidentiality protocols to protect employee information.
- Leads by example with a focus on teamwork, collaboration, high performance, quality and continuous improvement.

Experience and education

- Under-graduate degree in human resources, business, commerce or related field.
- Minimum of 10 years of experience in human resources, with at least 8 years in a management role.
- CPHR designation.
- Advanced knowledge of the theories, concepts, practices and methods pertaining to general human resource functions, occupational health and safety, training, and employee engagement.
- Experience operating in a rapidly changing, high growth environment.
- Experience leading a team of professionals, inspiring excellence in service delivery.
- Experience developing talent through positive coaching and mentorship.
- Experience researching, analyzing, interpreting and providing guidance on intricate topics related to the role.
- The ability to balance and support strategic, operational and tactical objectives across the organization.
- Demonstrated ability to build open, trusting relationships at all levels of the organization and externally.
- Experience communicating in a clear, concise and comprehensive manner both verbally and in writing.
- Experience in budgeting and forecasting.
- Proficiency with Microsoft 365 and HRIS/payroll software.
- Experience working in the retail business sector is an asset.
- Acting as a model of integrity.

How to Apply

Please submit your cover letter and resume by Friday, September 17, 2021:

- Via the link from this website, or
- The Employment page of the Peninsula Co-op website: www.peninsulaco-op.com, or
- Drop off in a confidential envelope to the attention of Human Resources at the Customer Service desk at the Co-op Food Centre, 2132 Keating X Road, Saanichton, BC V8M 2A6.

Date posted: August 24, 2021