



## EXECUTIVE DIRECTOR, PEOPLE, CULTURE & STRATEGY – Permanent, Full-time

**Salary Range & Compensation: \$113,000 - \$145,000**

Menno Place is accepting applications for Executive Director, People, Culture & Strategy. Menno Place is one of BC's largest campuses-of-care providing residential care, assisted living, home support and independent living to 700 residents. Founded in 1953 by the Mennonite Benevolent Society, we have been privileged to serve the physical, emotional, spiritual and relational needs of thousands of residents and their families <http://www.mennoplace.ca>

### ROLE SUMMARY:

The Executive Director, People, Culture and Strategy (EDPCS) is an innovator within Menno Place, responsible to provide executive leadership of health human resource (HR) strategies and operations to advance a positive and productive work environment across all business lines. The incumbent strategizes and leads Menno Place people and organizational performance, engagement and wellness initiatives, promoting a progressive and diverse community and culture.

A member of the Executive Team, this person demonstrates deep personal and professional commitments to advancing Menno Place's Vision, Mission, Values, Strategic Plan and Resident and Family Centre Care (RFCC).

The successful incumbent is a self-motivated, people-centric and inclusive leader with a strong integrated human resources and operations background. It is the expectation that they contribute to a positive, safe working environment, are committed to continuous learning and collaborate with peer-leaders, Employees and stakeholders.

### KEY ACCOUNTABILITIES:

1. Participate as an active member of the Mennonite Benevolent Society (MBS) Executive Team, contributing to the effective management of MBS operations by developing plans, budgets, and operating policies.
2. Strategize, lead and implement strategies to build a positive work culture, reflecting Menno Place values and encouraging Employee wellness, engagement, and productivity.
3. Directly manage, mentor, evaluate, enable, and empower the Director, People and Culture (P&C) to motivate and manage the P&C and Staff Scheduling Teams of CPHRs, Human Resource and Benefit Coordinators, Talent Recruitment Specialists, Scheduling and Program Clerks.
4. Oversee the approved P&C and Staff Scheduling global salary, operating, and capital budgets aligned with requirements of the Fraser Health Authority and expectations of the Board of Directors, ensuring programs and activities are maintained within approved parameters.
5. Lead Menno Place's total compensation design including Employee-specific compensation, benefits, and pension plan strategy.

6. Provide strategic vision and leadership to operational and P&C policies, procedures and activities to achieve and sustain Employee and organizational wellness; engagement; equity, diversity and inclusion (EDI); accessibility; workforce planning; compliance and performance; accountability, and stewardship.
7. Lead portfolio and intersectional projects, including people-data and P&C technologies, ensuring effective oversight and alignment with Menno Place's Mission, Vision and Values and Strategic Plan.
8. Leverage insights, through leadership and stakeholder consultations, which address organizational gaps and opportunities and develop and implement plans to bridge them.
9. Work with Directors to achieve appropriate departmental human resource allocations, ensuring that all operational activities are within legislative, regulatory, and collective agreement and/or association requirements, and all necessary records are securely maintained.
10. Lead, coach and mentor executive leaders in human resources best practices, succession planning, and emerging leadership trends.
11. Serve as senior administrator of Menno Apartments Employees' Association Agreement and the Menno Home and Hospital FBA/HEABC collective agreements.
12. Lead Menno Place Respectful Workplace and Workplace Investigations portfolios and EDI initiatives including education and stakeholder engagement.
13. Lead Menno Place's Employee learning and development portfolio, to achieve continuous learning, evolution of P&C strengths, and enhancement of organizational capabilities.
14. Brief the CEO on significant P&C, labour, contract and/or related legal matters affecting organizational wellness, stability or reputation.
15. Consult with legal counsel to represent the Employer in advanced Employee and labour-management matters and minimize organizational risk.
16. Maintain advanced knowledge of all legislation, regulation, and policy which governs the provision of long-term care and assisted living in the province of British Columbia, which inform the practice of health human resources practice.
17. Maintain advanced knowledge of labour, employment and common law, ensuring Menno Place's people and culture strategies and HR practices are legally compliant and sufficient to mitigate legal risk.
18. Perform other related duties as assigned.

## **QUALIFICATIONS REQUIRED:**

### **Education, Training and Experience**

- Master's degree in human resources, leadership or relevant discipline with advanced business acumen.
- Minimum ten (10) years' executive leadership experience in HR integrated operational management practice.
- Minimum eight (8) years' executive leadership experience in a unionized environment.
- Current Chartered Professional Human Resources (CPHR) in good standing with CPHR BC Yukon.

### **Knowledge**

- Demonstrated working knowledge of current legislation and regulation which governs long-term care, assisted living and health human resource requirements in the province of British Columbia.
- Demonstrated working knowledge of the BC Employment Standards Act, BC Human Rights Code and BC Occupational Health and Safety Regulation.
- Demonstrated knowledge and interpretative understanding of employment and service contract terms and

conditions and terminology.

### **Skills and Abilities**

- Demonstrated ability to communicate effectively in English both verbally and all written formats, including the use of electronic and social media.
- Advanced EQ, interpersonal, and relationship building skills, with a demonstrated ability to foster psychological safety as a means to engage Employees, leaders and stakeholders.
- Demonstrated experience examining and improving operations and procedures, formulating, and implementing new policies and developing new strategies and processes.
- Ability to manage projects effectively in a multi-disciplinary and complex environment, utilizing project management principles and methodologies.
- Ability to utilize initiative, vision, independent thinking, and creative problem-solving abilities to implement project plans and realize project completion.
- Demonstrated tact, diplomacy, and discretion.
- Demonstrated advanced analytical, risk assessment and problem-solving skills.
- Demonstrated empathy, compassion, with a genuine commitment to improving the lives of residents, their families, and staff.
- Demonstrated advanced communication, negotiation, and conflict resolution skills.
- Digital fluency including MS Office Suite and Excel.

### **ASSET CRITERIA**

- Experience working in the health care sector.
- Diploma or certificate in conflict resolution.
- Second language proficiency.

### **Health & Safety**

- Accountable for occupational health and safety and related activities of residential care staff.
- Is aware of their rights and responsibilities under the BC Occupational Health and Safety Act and follows all health and safety policies and procedures.
- Works safely to reduce the risk of injury to self, co-workers, and residents.
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor.
- Does not operate or use faulty equipment.
- Promptly reports personal injury to supervisor and seeks first aid as needed.
- Participates in fire safety demonstrations, fire and code drills and knows the community fire and disaster plan.

All applicants for this job posting must provide satisfactory proof, or have such proof on file, that they have received COVID-19 vaccination and any required COVID-19 booster vaccination as per current Provincial Health Order(s). This requirement shall be waived if the applicant has not received the vaccination due to any legislated protected human

rights grounds. In such a case, and upon presentation of sufficient proof, the Employer shall make reasonable attempts to accommodate the applicant to conduct their role where recognizing that the health and safety of other employees and residents will be a priority.

If you are interested in this opportunity, please apply online at [www.mennoplace.ca/employment-application](http://www.mennoplace.ca/employment-application) .  
Competitive compensation and benefits.

**In the online application, you will be required to:**

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

**We thank all applicants however only those short-listed candidates will be contacted.**

[Click Here to Apply Online](#)