



## Job Posting

Watch the ASL version [here](#).

**Title:** Manager, People + Culture  
**Location:** Vancouver, BC (Quebec Street Office)  
**Position Status:** Full-time, 35 hours per week  
**Reports to:** Chief Executive Officer

### **ABOUT THE OPPORTUNITY**

#### **Position Summary:**

Reporting to the Chief Executive Officer (CEO), the Manager, People + Culture is responsible for ensuring the strategic, effective and legal human resources practices and policies throughout the organization.

The Manager will oversee all people and culture functions including employee and labour relations, recruitment and selection, training and development, compensation and benefits, performance management, occupational health and safety, and regulation compliance. They are an experienced practitioner with strong communication and collaboration skills, and the capacity to lead resolution on some of Wavefront Centre's most complex and sensitive human resources files.

#### **Essential Duties and Responsibilities:**

- Develop and implement effective organization-wide human resources initiatives, policies and processes
- Oversee the day-to-day operations of the people and culture department including preparing offer letters, job postings, job descriptions, etc.
- Provide strategic leadership and support to the senior leadership team and management on the recruitment, selection and onboarding processes for new employees
- Promote equity, diversity and inclusion in the workforce by removing barriers to employment
- Provide strategic leadership and direction on total compensation strategies to ensure Wavefront Centre attracts and retains quality staff
- Develop and implement performance management processes and systems that reflect organizational goals and objectives
- Provide resources and support to the senior leadership team and management in the application of performance management processes
- Ensure legal compliance with relevant provincial and federal legislation, including WorkSafeBC regulations

### **ABOUT YOU, THE CANDIDATE**

#### **Qualifications:**

- Bachelor's degree in a related field; CPHR designation is preferred
- 3-5 years of senior-level human resources experience, including expertise in labour relations and change management
- Current knowledge of HR industry trends, relevant legislation (Human Rights Code, Labour Relations Code, Employment Standards Act, WorkSafeBC, etc.) and compliance requirements
- Significant experience managing culture change projects, and guiding management and teams through strategic and operational change initiatives
- Experience working in a health, community development or social services organization that serves the needs of marginalized populations would be an asset

- As Wavefront Centre is a bilingual environment (ASL/English), *fluency in American Sign Language (ASL) is an asset*
- An equivalent combination of education, training and experience may be considered

**Skills & Knowledge:**

- Strong leadership skills with the ability to facilitate collaboration among diverse groups
- Effective communicator (verbal and written); able to work effectively with co-workers and external agencies
- High emotional intelligence; uses tact and diplomacy in dealing with sensitive, complex and confidential situations
- Demonstrated ability to function as an effective leader, mentor, coach and facilitator
- Effective decision-maker; able to assess situations to determine the importance, urgency and risks; able to make clear and timely decisions in the organization's best interests
- Demonstrated ability to organize work, set priorities, meet deadlines, provide follow-up, and work under the pressure of time constraints
- Proven ability to problem solve and/or guide others in resolution of conflict issues
- Demonstrated ability to goal-set and develop a strategic plan and shared vision for the organization
- Proficient computer skills; organized with excellent attention to detail
- Able to work independently with minimum supervision

**ABOUT WAVEFRONT CENTRE FOR COMMUNICATION ACCESSIBILITY**

Established in 1956, Wavefront Centre for Communication Accessibility is a BC based, charitable not-for-profit organization operating as a social enterprise. Wavefront Centre delivers innovative services in Audiology and Communication Devices, Counselling, Seniors Outreach, and Accessible Communication Services that assist people who are Deaf, DeafBlind and Hard of Hearing achieve full communication accessibility.

**Hours of Work:**

The typical hours of work are 9:00am to 5:00pm (negotiable), Monday to Friday, flexibility is required.

**Workplace safety:**

In order to do all we can to ensure the safety of our staff and clients, Wavefront Centre for Communication Accessibility requires that everyone working within our organization be fully vaccinated (COVID-19) unless they have an exemption for accommodation pursuant to the BC Human Rights Code. Proof of vaccination status will be required.

**Commitment to Equity, Diversity & Inclusion:**

Wavefront Centre is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Wavefront Centre for Communication Accessibility will provide accommodation, accessible formats and communication supports for interviews upon request.

**CLOSING DETAILS**

Email cover letter and resume to: [careers@wavefrontcentre.ca](mailto:careers@wavefrontcentre.ca)

Please email your cover letter and resume as a PDF, along with a list of references and include the job title in the subject field.

**Application Deadline:** The position will be filled as soon as a suitable candidate is found.