

**JOB DESCRIPTION**  
MANAGEMENT EXCLUSION

1. Position No.	2. Descriptive Working Title <b>DIRECTOR, ORGANIZATIONAL DESIGN &amp; COMPENSATION</b>		3. Present Classification <b>Excluded Management</b>
4. Branch <b>HUMAN RESOURCES</b>	5. Department <b>N/A</b>	6. Proposed Classification	Date <b>OCTOBER 2018</b>
7. Position No. of Supervisor <b>53019</b>	8. Descriptive Work Title of Supervisor <b>VICE PRESIDENT, HUMAN RESOURCES</b>		9. Classification of Supervisor <b>Excluded Management</b>

### SCOPE OF THE ORGANIZATION

The British Columbia Housing Management Commission (BC Housing) is a crown agency of the provincial government and is responsible for providing a range of housing programs for British Columbians. BC Housing, together with its partners, works across the housing continuum to: ensure the most vulnerable have housing and support options that provide stability and maximize independence; increase the supply of affordable and supported housing options for people with low and moderate incomes; administer rent assistance programs; oversee the management of provincial housing properties and programs; support strong non-profit and Indigenous housing sectors; and provide a licensing system in which residential builders achieve a high bar of professionalism. BC Housing has an annual budget of \$935 million in 2017/18 and assists more than 106,500 households in 290 communities throughout the province. BC Housing seeks sustainable housing solutions that are supported by excellence in service delivery and research, and that take into account social, financial and environmental impacts.

Human Resources leads the development and implementation of human resources and employee relations strategies, plans and programs to attract, engage, motivate and retain employees in support of the Commission's goals and objectives. The Branch provides leadership to the CEO and Executive regarding the incorporation of HR strategies into business planning and operations and provides advice in the management and resolution of human resources issues. The Branch is responsible for strategic HR planning, organizational development, employee engagement, performance management and coaching, and the full range of human resources services including policy development and implementation, recruitment, employee relations, organizational design and compensation, occupational health and safety, and wellness, reward and recognition programs. The Branch negotiates collective agreements with the unions, manages union/management relationships and issues, and represents the Commission in arbitration, grievance and appeal hearings. The Branch is also responsible for payroll and leave administration and HRIS management, operations and reporting.

### POSITION SUMMARY

Reporting to the Vice-President Human Resources, the Director Organizational Design & Compensation is responsible for providing strategic leadership in determining effective organizational structures and job design, and for developing and leading the implementation of compensation programs to support the achievement of organizational objectives.

### MAJOR RESPONSIBILITIES

1. Leads the design and development of a broad organizational design and compensation framework to support the strategic direction of the Commission and ensure a high performance organization. Develops operational plans, determines priorities and objectives, implements business plan initiatives, and ensures ongoing monitoring of key performance indicators and other results.
2. Provides strategic leadership to BC Housing's Executive and senior managers in determining effective organizational structures and appropriate job design, in order to support the accomplishment of goals and objectives outlined in the Commission's corporate and service plans

3. Directs the design, development and implementation of executive, management and union compensation programs, policies, procedures, systems and tools in accordance with the needs of the organization, while ensuring compliance with provincial government guidelines, best practices, legal/regulatory requirements and collective agreement provisions.
4. Provides strategic consultation and advice to senior managers in the Branches/business areas regarding allocation of job duties and preparation of job descriptions. Prepares job descriptions for executive and other positions as required and approves job descriptions written by others. Establishes rates of pay for new and changed positions and provides advice and direction regarding salary administration practices. Works closely with senior management in determining changes to employee salaries because of changed job design, performance, or general increases
5. Controls the Commission's salary budget and FTE allocation to ensure compensation expenditures meet approved budget requirements as authorized by the Board.
6. Leads the design and development of a comprehensive employee benefit program. Selects plan carriers and consultants, negotiates premiums and risk-sharing agreements, and provides leadership in ensuring effective program implementation and communication.
7. Evaluates the continued relevance of compensation strategies and programs in supporting BCH's business objectives by consulting with the Executive and senior managers to determine issues, monitoring trends in compensation, and analysing changes driving the labour market. Takes appropriate action to meet objectives and to adapt to changing conditions.
8. Works collaboratively with other HR Directors and managers in developing and implementing effective compensation programs, including Director Labour Relations, Director Employee Engagement, Director HR Strategic Business Solutions and Manager Payroll.
9. Supports the Vice-President in making presentations to the Executive Committee and Board regarding changes in compensation programs, salary budgets and other relevant information.
10. Works collaboratively with PSEC Secretariat regarding compensation issues, exchange of information, and reporting as per government requirements, ensuring compliance with guidelines and principles respecting total compensation
11. Provides strategic sourcing of consultants and service providers for compensation projects, and negotiates and manages contracts, ensuring value for money expended
12. Maintains regular and ongoing contact with employer groups including PSEC, CCEA and HRMA, and represents BC Housing on external compensation committees
13. As a member of the HR senior management team, provides leadership and direction within the branch, participates in strategic branch planning, policy determination and decision-making regarding Branch -wide issues, and provides input to the branch budget. Acts on behalf of the VP during absences.
14. Supervises the work of staff in accomplishing the business activities of the program area. Creates an environment that allows for a supportive and progressive attitude among staff, and promotes improved performance through counselling and coaching and by ensuring that staff are provided with information and training necessary for the conduct of their assigned duties. Completes performance evaluations, determines performance issues, and takes disciplinary action, which may include suspension and the recommendation for termination. Has significant input into hiring, promotion and demotion decisions, recommends changes in compensation of staff and authorizes overtime. Resolves grievances up to the second stage of the grievance process. Identifies to senior management appropriate collective agreement wording to serve the employer's interests in achieving operational goals and objectives, and may participate on the negotiating committee as a management representative. Determines resources required to fulfill operational requirements, develops staffing plan, and recommends staffing levels to accomplish objectives, including revisions to staffing levels as necessary as operational requirements change
15. Conducts special studies, makes presentations and participates in task force and committee work.

## ORGANIZATION

Reporting directly to the Vice President, Human Resources are seven positions: Director Organizational Design & Compensation, Director Employee Relations & Occupational Health & Safety; Director Employee Engagement and Recruitment; Director Leadership & Learning, Director HR Strategic Business Solutions, Manager Payroll and HR Systems, and Executive Assistant.

The Director manages contract staff in conducting organizational and compensation reviews.

## QUALIFICATIONS

### Education, Experience and Occupational Certification

University degree with specialty in Human Resources, Organizational Behaviour, or other relevant discipline.

Considerable experience in leading the development and implementation of organizational design and compensation strategies, policies and programs within a unionized setting in federal, provincial or municipal governments and/or crown corporations. Additional experience in the private sector an asset,

CHRP and/or CCP/CBP designation an asset.

### Knowledge, Skills and Abilities

#### Core Competencies

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented.

#### Leadership Competencies:

- Alignment & Results
- Relationship Building/Management
- Team Development

Extensive knowledge and understanding of the philosophies, principles, practices and emerging trends of organizational design and compensation, particularly in the broad public sector

Extensive knowledge and understanding of the Commission's compensation programs and of legal and regulatory requirements pertaining to compensation

In-depth knowledge of the Commission's organization structure, its programs and operating practices

Ability to lead the creation of organizational design and compensation strategies, programs and initiatives to support the Commission's strategic plan and ensure a high performance organization

Ability to establish and build effective relationships with the Executive, senior management and all levels of staff, and provide leadership, direction, influence and inspiration in encouraging new ways of thinking, facilitating appropriate courses of action and leading others to achieve results

Ability to exercise discretion, tact, diplomacy and good judgment

Effective consultative, facilitation, consensus building, conflict resolution and negotiation skills.

Strategic, conceptual and analytical thinking, and strong problem solving abilities

Effective communication, presentation and interpersonal skills

Ability to lead, coach and motivate staff in a team environment.