JOB DESCRIPTION

We at Kwantlen Polytechnic University respectfully acknowledge that we live, work and study in a region that overlaps with the unceded traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem, and with the lands of the Kwantlen First Nation, which gifted its name to this university.

POSITION TITLE: Vice President, Human Resources

DEPARTMENT: Human Resources

DIVISION/FACULTY: President's Office

DATE CREATED: September 2021

DATE REVISED: September 2026

ORGANIZATIONAL STRUCTURE

This role reports to the President and Vice Chancellor. Reporting directly to this position are the Director, HR Systems & Talent Development; the Director, Labour Relations; and the Director, Workforce Advisory & Compensation, as well as the Manager, Campus Security Operations and the Manager, Emergency Planning.

PRIMARY FUNCTION

The Vice President, Human Resources (VPHR) provides strategic leadership for KPU's Human Resources and Safety & Security functions, aligning people strategies with the University's Strategic Vision and Academic Plan. As a member of the senior executive team, the VPHR shares responsibility for institutional leadership and contributes to the development and execution of strategic and operational plans.

This role drives the modernization of HR practices, fosters a culture of collaboration and service excellence, and supports the evolution of people-related processes across the university. The VPHR provides expert advice to the President, Senior Executive Team, and Board of Governors on human resource and related institutional matters, and regularly reports on progress toward strategic and personal performance objectives.

KEY RESPONSIBILITIES

1. Supervises and provides leadership to direct reports by coaching and modeling key behaviours/strategies, encouraging dialogue and providing guidance and advice to facilitate resolutions to work issues. Assists team members to define shared and individual goals, meet target dates and ensure alignment of team goals. Monitors and assesses performance.
2. Acts as the President's principal advisor regarding those areas under their jurisdiction. Keeps the President informed about key matters under this portfolio and provides trusted counsel and advice to the Senior Executive Team.
3. Develops, aligns and sets the HR and Campus Safety & Security strategic plans in support of the University's Strategic and Academic plans. Ensures that HR, and Campus Safety & Security considerations are included with business planning for major initiatives and in daily operations.

4. Develops and maintains strong working relationships with senior and department leadership and provides strategic decision support on a variety of complex HR matters.
5. Leads the development and implementation of best practices in all areas of HR services; acts as a change agent across the University.
6. Develops effective LR strategies; oversees the grievance / arbitration process and participates in collective bargaining.
7. Maintains effective relationships with staff, faculty and union representatives to facilitate positive engagement between labour and management.
8. Ensures KPU operates within the appropriate legal governance framework and takes responsibility for the identification of legal HR risks.
9. Stays current with government policy that affects operations; provides advice on actions required to ensure the University remains compliant.
10. Oversees and leads policy development and strategic planning for all areas within the HR and Safety & Security portfolio.
11. Develops effective working relationships with government agencies that have legislative authority in the areas of LR and compensation (i.e. PSEC).
12. Fosters a culture of service excellence in HR Services; optimize organizational structure to ensure consistent customer service from end to end.
13. Guides the development of the HR Leadership Team and Campus Safety & Security (Directors and Managers) as a cohesive team to optimize the performance of the departments and establish the division as the valued partner for key parties across the institution.
14. Ensures that departmental budgets are prepared in keeping with overall objectives and policies; liaise with the Finance Department to establish efficient accounting and reporting procedures.
15. Provides support for reorganization and restructuring; advises on effective change management practices to support the process; develops implementation plans in collaboration with senior leaders and departmental leadership.
16. Represents KPU on special initiatives or task forces at the provincial, national, or international levels.
17. Attends and provides advice as requested at all public, in-camera meetings and at required sub-committee meetings of the Board of Governors.
18. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.
19. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

QUALIFICATIONS

EDUCATION & EXPERIENCE

- Graduate degree in a relevant discipline;
- Minimum of ten (10) years experience in a Human Resources senior leadership position;
- Experience in a complex unionized environment is required; experience in the public sector, particularly in a post-secondary setting, is preferred;
- Senior level labour relations experience that includes complex negotiations of collective agreements, management of grievances and arbitration processes;
- CPHR or equivalent professional designation preferred;
- Or an equivalent combination of education, training and experience.

KNOWLEDGE, SKILLS and ABILITIES

- Demonstrated senior leadership abilities, including establishing vision, developing strategic plans, and evaluating effectiveness.
- Demonstrated ability to develop and implement multi-year HR strategies and plans that direct the evolution of a large, complex organization.
- Experience in the definition and implementation of governance structures, strategic planning and effective management structures.
- Effective organizational, problem-solving, planning and analytical skills; demonstrated use of sound judgment and reliable decision making.
- Demonstrated confidence, personal integrity, exceptional negotiation skills and outstanding interpersonal skills that enhance their ability to build and maintain working relationships with a variety of key parties.
- A proven track record of leading cross-functional teams in planning, project management, budgeting and process improvement; possesses the ability to engage, inform and influence.
- Strong communication skills, demonstrated in complex work environments, with a proven ability to hold dialogues with a wide variety of key parties, an ability to listen to concerns and to build confidence through follow-up actions.
- Strong interpersonal and intercultural skills; an appreciation for diversity and adaptability to different groups and cultures.
- Demonstrated decision-making together with an ability to ensure effective decision-making within a collegial environment.
- Superior organizational skills and a high degree of self-motivation and business acumen.
- Demonstrated ability to present to and converse with senior key parties, including discussions with the Board of Governors.
- Experience managing multi-year, operational and capital budgets at the organization level.
- Willingness to travel domestically and internationally.
- Ability to travel between campuses is required

COMPETENCIES

- **Leadership**: KPU employees inspire, coach, mentor, and support students, employees and KPU as a whole in achieving objectives.
- **Accountability:** KPU employees demonstrate fiscal accountability and take ownership for their actions, decisions and results.
- **Continuous Improvement:** KPU employees take a creative approach to opportunities, exploring unique ways to create optimal value for the KPU community.
- **Collaboration:** KPU employees work in functional and cross-functional teams, coming together to solve complex issues and accomplish objectives that will benefit the KPU community.