



## RUGBY CANADA JOB DESCRIPTION

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**Title:** Human Resources Coordinator  
**Type of Position:** Full-Time Employee, Non-Management  
**Location:** Langford, BC  
**Functional Area:** Finance & Administration  
**Reporting to:** Director of Finance & Administration

**Rugby Canada** is the national sport organization for rugby union committed to delivering life-long, inclusive rugby experiences that cultivate participation and inspire excellence from community to club to country.

**Canada Sevens**, a division of Rugby Canada, is responsible for the planning and execution of the HSBC Canada Sevens and HSBC Canada Women's Sevens events.

Rugby Canada is committed to building a skilled, diverse team reflective of Canadian society. As a result, we promote employment equity and encourage applications from women, Indigenous peoples, persons with a disability or members of a visible minority group and regardless of sexual identity, gender identification or gender expression.

### POSITION DESCRIPTION

Rugby Canada is searching for a full-time employee for the role of Human Resources Coordinator. The Human Resources Coordinator will report to the Director of Finance & Administration. They will work in collaboration with Rugby Canada's Management to help develop a people-centric culture that allows teams and staff to meet and exceed expectations in a competitive sporting environment. This includes coordinating Human Resource processes, employee file control, staff recruitment and retention, performance management and development, organizational training and development, and benefits administration.

### RESPONSIBILITIES

- Implementation of HR policies/guidelines for staff
- Evaluation and implementation of human resource tools and systems
- Trains, coaches and advises managers and staff on policies and procedures
- Working with the relevant manager, aids in screening and interviewing candidates, including the determination of appropriate salary banding. Prepares employment contracts and letters of offer
- Trains, coaches, develops, and provides tools to evaluate the performance of Rugby Canada staff

### HEAD OFFICE

**Victoria Office / Bureau de Victoria**  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250 418 8998  
Fax / Téléc: 250 386 3810

**Vancouver Office / Bureau de Vancouver**  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770

rugby.ca  
contact@rugby.ca





- Provides support in the selection of new employees
- Administers onboarding and training procedures and programs to develop employee skills. Follows up with managers to ensure proper onboarding and training are provided
- Ensures probationary and performance evaluations are completed and recorded, and provide guidance on performance management matters as required
- Attends managers' and staff meetings and provides input/feedback on employee issues
- Collaborates with managers and staff to provide support and advice as needed
- Maintains and updates all employee files, ensuring employee files are kept confidential in keeping with privacy and other legislation
- Shares knowledge of HR legislation and Employment Standards Act
- Participates in health and safety reviews of various business units to ensure a safe work environment
- Other duties may be assigned as required

#### **REQUIRED SKILLS & QUALIFICATIONS**

- A diploma in Human Resources or Business Administration
- 2+ years relevant experience in Human Resources
- Equivalent combinations of education and experience will be considered
- Familiarity with National Sports Organizations considered an asset
- CPHR designation or working towards is considered an asset
- Experience in Microsoft products (Excel, Word, Teams, PowerPoint, Outlook)
- Bilingual in English and French considered an asset
- Must be legally entitled to work in Canada

#### **PERSONAL ATTRIBUTE QUALIFICATIONS**

- Results-oriented, able to set priorities and deliver consistently to a high professional standard
- Exceptional relationship management skills and proven leadership capabilities
- A collaborative team member who can establish strong working relationships with external stakeholders and with colleagues within the organization
- Excellent decision making/problem solving skills
- Strong organizational skills, time management and attention to detail
- Exceptional verbal and written communications and presentation skills
- Ability to learn quickly and adapt new skills
- Ability to thrive in a fast-paced and ever-changing work environment

Closing date is Friday Nov 4, 2022

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Please forward your cover letter and resume to:  
Stuart Kerby, Director of Finance & Administration  
Email: [jobs@rugby.ca](mailto:jobs@rugby.ca)  
Only those selected for an interview will be contacted.

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