



RUGBY CANADA JOB DESCRIPTION

Title: Human Resources Manager

Type of Position: Full-Time Fixed-Term Employee or Fixed Term Contractor (to Dec 31, 2022)

Location: Langford, BC or Vancouver, BC preferred (Remote an Option)

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 fixed-term employee or contractor to serve in the role of Human Resources Manager. The Human Resources Manager will report to the Director of Finance & Administration and will be a member of Rugby Canada's Senior Leadership Team. They will be a self-starter who will work in collaboration with Rugby Canada's Executive Leaders and Board to help develop a people-centric culture that allows teams and staff to meet and exceed expectations in a competitive sporting environment. This includes planning, implementing, and evaluating Human Resource processes, staff recruitment and retention, performance management and development, HR policies and procedures and related manuals (including benefit management and health safety),

RESPONSIBILITIES

- Development and implementation of HR policies/guidelines for staff
- Evaluation and implementation of human resource tools and systems
- 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 recruits, including the determination of appropriate salary banding
- Develops 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 managerial level matters
- 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, while obtaining legal consult when applicable
- 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

- 5+ years relevant experience in Human Resources and People/Culture Management. Familiarity with National Sports Organizations considered an asset
- A relevant degree in Human Resources or Business Management is considered an asset or the equivalent in relevant experience
- 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

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Closing date is Friday April 15, 2022

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

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