

## Opportunity Overview

### Manager of Governance, People and Culture

*We respectfully acknowledge that the land on which the Centre for Digital Media campus is located is the traditional and unceded territory of the Coast Salish peoples, specifically the shared traditional territories of the Səl̓íl̓wətaʔ/Selilwitulh (Tsleil-Waututh), Skwxwú7mesh Úxwumixw (Squamish), and xʷ məθkʷəy̓əm (Musqueam) First Nations.*

Location:	Vancouver, BC
Functional Area:	Corporate Administration
Employment Type:	Permanent, Full Time
Salary Range:	70,000 to 100,000 (preferred hiring range of 70,000 to 85,000)
Experience Required:	Minimum 5 years experience
Start Date:	August 2023

Located at the heart of the Creative District on Great Northern Way in Vancouver, Centre for Digital Media ("CDM") is a thriving campus with an earned reputation as a destination for collaboration amongst learners, leaders, industry and the community. CDM was established through the ground-breaking education partnership of four leading academic institutions: The University of British Columbia, Simon Fraser University, British Columbia Institute of Technology and Emily Carr University of Art + Design ("Shareholders"). Anchored by the flagship multi-disciplinary Master of Digital Media ("MDM") Program, CDM extends learning opportunities through a wide range of innovative and experiential programs that bring diverse learners of all ages and backgrounds into the world of digital media. Today CDM is entering into an exciting new phase of strategic growth and community transformation to help build digital futures in BC and on the global stage.

The CDM is currently recruiting a **Manager of Governance, People and Culture** to join our senior leadership team. The position will report to the Managing Director of Academic and Business Operations as well as the Board (dotted line) and oversees and continuously improves human resources and governance systems.

The Manager of Governance, People, and Culture is responsible for leading CDM's efforts in Justice, Equity, Diversity, and Inclusion (JEDI), nurturing a vibrant and inclusive employee and learning community, and ensuring robust engagement and oversight from the Shareholders (SFU, BCIT, UBC, and ECU), Board of Directors and its Advisory Committee members across CDM's business units.

By working closely with our Shareholders, Board of Directors and its Advisory Committee members, this position facilitates transparent and open communication, coordinates and prepares comprehensive reports, and organizes strategic recommendations to help inform decision-making. The position necessitates thoughtful navigation of complex governance environments to ensure effective oversight and equitable engagement from our Shareholders and collaborates closely with all areas of the organization to ensure strong governance practices and stakeholder engagement.

## Role and Responsibilities

### **Shareholder, Board and Committee Engagement**

- Facilitates effective communication between Shareholders and Board members, ensuring timely dissemination of relevant information.
- Assists Board and Advisory Committee Chairs in drafting agendas, ensuring alignment with strategic priorities and relevant governance matters.
- Maintains governance databases, contact lists, and records.
- Tracks membership, identifies future Board and Advisory Committee vacancies, and assists the Board with member recruitment.
- Designs and delivers orientation programs for Board and Advisory Committee members.

### **Meeting Coordination, Documentation, and Records Management**

- Schedules governance meetings and prepares materials including agendas, presentations, memos, reports, and supporting documents.
- Assists in the development and distribution of meeting-related communications, such as meeting notices, reminders, and updates.
- Attends governance meetings, oversees preparation and distribution of minutes, and efficient and accurate documentation of recommendations, key discussions, decisions, and action items.

### **Governance Best Practices and Compliance**

- Prepares resolutions, agreements, and other legal documents.
- Develops and implements efficient systems for managing electronic and physical records and oversees the organization, maintenance, and accessibility, ensuring compliance with governance requirements.
- Facilitates the timely retrieval of records for internal and external audits, inquiries, and reporting purposes.
- Prepares and files government reports, forms, and applications accurately and within designated timelines.
- Collaborates with external advisors as directed by the Board and/or CDM management to help address governance-related matters.

- Assists in the development and review of governance policies and procedures to enhance compliance and best practices.
- Stays informed about current governance trends, practices, and regulations, and provides recommendations for process improvements.
- Supports the Board Chair and Advisory Committees with special projects, as assigned.
- Maintains knowledge of applicable laws, regulations, and governance standards, and ensures the organization's compliance.

### **Employee Engagement, Recognition, and Professional Development**

- Develop and implement strategies to enhance employee engagement and job satisfaction.
- Collaborate with hiring managers and departments to organize and coordinate employee recognition programs and events.
- Conduct regular surveys and assessments to measure employee satisfaction and identify areas for improvement.
- Provide guidance and support to employees, addressing concerns and resolving issues to promote a positive work environment.
- Coordinate and administer professional development programs and initiatives.
- Identify training needs and collaborates with internal and external resources to develop relevant programs.
- Tracks and evaluates the effectiveness of professional development and performance review activities.
- Support managers in developing succession plans within their units and developing cross-functional teams.

### **Human Resources Administration**

- Oversees and manages human resources administrative tasks including job search, recruitment, benefits, and supports payroll administration.
- Supports managers in the development of seamless onboarding programs for new employees, and faculty.
- Ensures compliance with labor laws, employment regulations, privacy acts, and organizational policies.
- Contributes to the implementation, continuous improvement, and review of HR policies and procedures (including Board review and approval), aligning them with organizational goals.
- Oversees data informed and equity-focused employee compensation scales and coordinates employment and contract offers.
- Maintains accurate and confidential employee records.
- Develops and maintains human resources documents, policies, guides, and templates.

- Collaborates with IT to implement and continuously improve human resources platforms and data-storage, and to automate low-level administrative tasks.
- Oversees and supports hiring managers in full cycle of recruitment and selection processes for staff and faculty positions.
- Interprets relevant Shareholder faculty collective agreements and liaises with administrative, human resources and union representatives as needed to assist with faculty appointments, issues, and/or grievances.

### **JEDI, Truth and Reconciliation**

- Collaborates with stakeholders to create and implement JEDI strategies and initiatives throughout the organization.
- Conducts diversity assessments and recommend actions to promote inclusivity and diversity.
- Supports the development and delivery of training programs for employees and students to foster a culture of respect, equity, and inclusion.
- Stays updated on JEDI-related trends and practices to drive continuous improvement.
- Collaborates with First and Host Nations, Metis, and Inuit peoples to implement strategies that support TRC Calls to Action and UNDRIP.
- Collaborates with Shareholder institutions to leverage resources and to implement a TRC and Indigenization plan for CDM.

### **Disputes and Legal Duties**

- Mediates and resolve conflicts among employees, fostering a harmonious work environment.
- Provide guidance to supervisors and employees on conflict resolution strategies.
- Conducts investigations when necessary, ensuring fair and impartial outcomes.
- Liaises with lawyers regarding human resources and governance related legal matters and interpretations.

## Qualifications

### Minimum Qualifications:

- Minimum 5-7 years professional experience working as a human resources business generalist, specialist, manager, or equivalent role.
- Experience in a service-based role (e.g., administrative, clerical, secretarial, or executive assistant role or equivalent) and/or working with a Board.

### Preferred Qualifications & Experience:

- Experience with talent acquisition, employee relations, compensation, benefits, performance management, and HR + JEDI policy development.
- Comprehensive understanding of BC's employment legislation including the Employment Standards Act, Human Rights Code, Worker's Compensation Act, Human Rights Code, and other relevant labor laws.
- Experience aligning HR practices and initiatives to support the organizational vision, mission, and business goals.
- Strong leadership and interpersonal skills including the ability to influence and collaborate with stakeholders at all organizational levels.
- Strong negotiation and communication skills and demonstrated experience resolving conflicts.
- Experience developing, implementing, and training employees on HR and JEDI policies.
- Experience administering learning and professional development programs and training employees about emerging HR and management trends, best practices, and advancements in HR technologies.
- Communicates clearly and professionally in a variety of settings including in-person meetings, phone calls, video conferences, emails, etc.
- Experience with labor relations and have participated or led governance and/or HR policy reviews.
- Detail orientated and accurate.
- Experience with recruitment and/or onboarding processes
- Strong prioritization and project management skills, experience strategically organizing tasks, and adhering to multiple deadlines while adapting to changing circumstances.
- Strong communication, editorial, and writing skills.
- Technological aptitude—strong proficiency in MSFT tools and applications.
- Document design skills and the ability to collate various schedules and reports into cohesive, well organized, and indexed packages.
- Customer service orientation.
- Demonstrated commitment to justice, equity, diversity, inclusion.

## How to Apply

Please e-mail your resume and cover letter in one combined document to [hr@thecdm.ca](mailto:hr@thecdm.ca) by **July 30, 2023**.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person. Upon receiving an interview, you may request accommodation for any accessibility needs.

We appreciate all applicants for their interest; however, only those selected for an interview will be contacted.