

Richmond Public Library staff have been rising to the challenge of modern public library service since 1976. We are proud of our reputation for innovation and embracing change and we understand the value of making a difference in the lives of Richmond community members. Do you have a passion for literacy, commitment to life-long learning and service to our community? Come join us and make our library even better.

**Introduction:**

Reporting to the Chief Librarian, the Manager of Human Resources functions as a key member of the exempt management leadership team. The Manager of Human Resources provides leadership, coaching and consultation to managers, supervisors and employees (currently 132 staff), and manages a staffing budget over \$7 million. The Manager also interacts with the union executive (CUPE Local 3966) to develop a positive and productive relationship that supports the library's business goals and the needs of our employees. This position will also present to our Board of Trustees and attend Board meetings regularly.

**Who should apply:**

The successful candidate is a proven business leader who possesses:

- A post-secondary degree or diploma in Human Resources Management and the CPHR designation.
- At least seven years senior Human Resources experience, preferably in a unionized environment, with demonstrated experience:
  - managing, directing and leading employees,
  - negotiating, interpreting and administering collective agreements,
  - resolving conflicts, handling grievances and addressing labour/management issues.
- An MBA is desired, but not required.
- A leadership mindset is essential.

**Why we would like to hear from YOU:**

- You are a proven Human Resources leader.
- You are looking for the opportunity to grow professionally and take your HR leadership skills to the next level.
- You want to make a positive difference in the lives of library employees by putting your well-developed labour relations/negotiation experience, and facilitation and coaching skills to work here.
- You have strong interpersonal and relationship-building skills and the maturity to provide effective leadership.

**Deliverables:**

The role has several priorities that will vary and change over time, but the basics include responsibility for:

1. Leadership in all Human Resources services.
2. Direction and counsel to staff on human resources management issues.

3. A full range of labour relations issues (a big portfolio from communication to resolving conflicts).
4. Managing staff training and development.
5. Developing policy and implementing procedures.
6. Managing a small department by yourself, with one assistant.
7. Building and maintaining relationships with City of Richmond Human Resources department, Metro Vancouver RES 360 and the greater Human Resources community.
8. Staying on top of Human Resources trends and practices, and a personal commitment to professional development.

**Salary:**

A competitive exempt benefits package.

**How to apply:**

Send us a letter describing your path to leadership and why you would like to join the leadership team at RPL. Outline how you meet the requirements of the position. Include your resume, and the names of three work references. Send this to: [apply@yourlibrary.ca](mailto:apply@yourlibrary.ca), noting "Manager of Human Resources" in your subject line.

Personal information submitted will be managed in accordance with the Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment. Applicants must be legally eligible to work in Canada. Preferred candidates will be required to submit a Criminal Record Check.

We thank all who apply but only those selected for an interview will be contacted. Interviews will begin being scheduled in **February 2018**, references will be checked after the interview. ***This position will remain open until filled. To be considered for this position, please apply today.***