

## **POSITION DESCRIPTION**

**POSITION TITLE:** Director, Human Resources (12-Month Contract)

**POSITION CATEGORY:** Human Resources

**SCHEDULE TYPE:** Full-time

**POSITION LOCATION:** On-site

PRPA Head Office  
Prince Rupert, BC V8J 1A2, CAN

### **POSITION SUMMARY**

Reporting to the Vice President of Commercial and Regulatory Affairs, the Director, Human Resources is accountable for the effectiveness of a comprehensive Human Resources portfolio to ensure alignment to PRPA's values-driven culture and deliver on PRPA's strategic business objectives.

### **POSITION ACCOUNTABILITIES**

- Accountable for developing and implementing a comprehensive Human Resources Strategy.
- Close interaction and communication with various stakeholders to understand Human Resources needs and translate these into requirements and actionable solutions.
- Purposefully builds positive working relationships internally at all levels by fostering trust, collaboration, and teamwork; demonstrates sensitivity and openness to others' views; uses emotional intelligence to adapt interpersonal style to relate well to others.
- Collaborates with senior leadership in identifying, managing, and developing successors for the organization.
- Monitors HR best practices in the market and proactively develop innovative HR solutions.
- Accountable for the HR budget review, completing the departmental budgets, and monitoring the budget to ensure the budget is observed and maintained.
- Measures the effectiveness of HR programs, systems, tools, and procedures by establishing operational standards and supporting the standardization of HR metrics across the organization to improve client experience and efficiency.
- Perform other related duties as required.

### **Leadership**

- Oversees services such as Employee Relations, Total Compensation, Pension & Benefits, Policies, procedures and processes, Talent Acquisition, and Talent Management to provide timely and effective support to employees on HR-related queries.
- Enables teams to execute through clear goal setting, facilitating work, maintaining accountability, applying differentiated performance management, and driving team results.
- Drive results by inspiring people, role modelling company values, developing the capabilities of others, and ensuring a productive work environment.

- Develops team members, builds engagement, elevates, and manages staff performance through regular one-on-one meetings and performance by leveraging constructive feedback, accurate assessment of individual capabilities, coaching, and development opportunities to improve others.
- Provides direction to the HR team and its alignment with PRPA's corporate values and strategic plan.
- Monitors policies relating to personnel actions, training, and professional development programs.
- Manages teamwork and time off to ensure business continuity while providing PRPA with a high level of service.
- Ability to motivate, coach, and build relationships at all levels of the organization.
- Excellent team collaboration and the ability to establish positive working relationships across the organization.

## **WORKING CONDITIONS**

- Works predominately in an office environment.
- Regular, full-time position (37.5 hours per week). Regular working hours are Monday to Friday, 8:00 AM to 4:30 PM, with a one-hour lunch break (unpaid).

## **JOB SPECIFICATIONS**

- Bachelor's degree in business, Human Resources, Organizational Development, or another related field required.
- Master's degree in related field is an asset.

## **Related Experience**

- 7-10 years of related experience, and proven experience in an HR leadership role.
- Demonstrated success in driving operational excellence and continuous improvement initiatives.
- Strong analytical and problem-solving skills with a data-driven mindset.
- Proven project, analytical and problem-solving skills, and ability to manage multiple tasks simultaneously to successful completion in a fast-paced environment.
- Excellent oral and written communication skills, with experience developing and delivering succinct, clear messages to various stakeholders.
- Strong organization and problem-solving skills, using sound business judgment to support operational and strategic objectives.
- Advanced experience building relationships and trust and working with a cross-functional, multi-location, and culturally diverse team.
- Advanced experience positively influencing and/or collaborating with senior business and functional executives while engaging the entire scope of an organization.
- Experience with HR, especially with large-scale teams and organizational optimization.
- Strategic and visionary mindset, self-driven with strong initiative.
- Thrives in a high-paced entrepreneurial environment.
- Ability to assess skills and behaviour and deliver feedback and recommendations.
- Excellent ability to manage and influence change.

## **Other Requirements**

- Proficient in MS Office, especially Microsoft Word, Excel, and PowerPoint.
- Able to obtain security clearance under Transport Canada's Security Clearance Program.

The base hourly range for this role is \$87.84 to \$109.80

Equity, Diversity, Inclusion and Belonging are at the heart of PRPA's culture and play a vital role in our growth strategy. We are committed to ensuring that everyone feels a sense of belonging and can contribute to their maximum potential. Our differences are the reason great things happen here. If you are an applicant in need of accommodation or special assistance throughout the interview process, please submit a request by email to [careers@rupertport.com](mailto:careers@rupertport.com).

Individuals of Indigenous descent are strongly encouraged to apply.

**Interested applicants please submit your resume to: [careers@rupertport.com](mailto:careers@rupertport.com)**