



## University College of the North

### Director, Human Resources

UCN is building better futures for a stronger North. UCN provides learning opportunities to northern communities and its people offering more than 40-degree, diploma and certificate programs.

We commit to offering a safe, welcoming and inclusive work environment where innovation and creativity is welcomed. We offer a generous Total Compensation Package with health benefits, defined benefits pension plan along with the opportunity for personal and professional growth.

Our campuses and education and training centers are located in various communities across the unspoiled wilderness and rugged beauty of the North where endless adventure awaits.

#### DUTIES

The Human Resource Director is a key member of UCN's senior leadership team and plays a vital role in developing a culture of collegiality, respect and innovation across the institution. This position provides leadership, planning, implementation, and operational excellence for all human resource services that support UCN's values, mission, vision and strategic goals.

The Director provides strategic leadership in a broad range of areas, including labour and employee relations, collective bargaining, recruitment and selection, job evaluation, compensation, pay and benefits, professional development, respectful workplace and learning environment, equity, diversity and inclusion and wellness.

In addition, as a member of the President's Council, the Director provides strategic advice and makes recommendations to the President and Vice Chancellor concerning UCN activities and plans.

#### REQUIRED QUALIFICATIONS

- Post-secondary education in Human Resources, and equivalent combination of education and experience may be considered.
- Five to seven years of senior leadership and management experience in the public sector, preferably in a unionized post-secondary environment.
- A broad knowledge of human resource management principles and practices covering employee and labour relations, recruitment and selection, compensation, pay and benefits, training and development, and job evaluation
- Ability to support and lead through collective bargaining processes, grievances, complaints and other labour relations matters.
- Effective decision making and problem-solving skills with the ability to resolve conflict.
- Strong interpersonal and communication skills (verbal and written)
- Ability to create an organizational environment that fosters and supports innovation.
- Strong negotiation skills and the ability to influence others.
- Demonstrated ability to deal with individuals at all levels in a variety of consultative and collaborative processes.
- Knowledge of change management principles and experience managing change
- Experience leading or supporting equity, diversity and inclusion initiatives.
- Knowledge of human resource best practices with experience in the development and implementation of human resources programs, policies and procedures.
- Experience leading process/quality continuous improvement and providing solutions to challenges.
- Strong computer and financial management and budgetary skills.
- Commitment to life long learning.

#### ASSETS

- Sensitivity to Northern and cross-cultural issues and concerns.
- A current Canadian Human Resource Professional designation or working towards certification.

UCN acknowledges that we are on the traditional territories and homelands of many Indigenous peoples, who have existed here since time immemorial. The First Nations in the area that UCN serves entered into treaty relationships with the Crown and the territory has also become home to other Indigenous peoples. We uphold the treaties and collaborate with all Indigenous peoples to share truth, reconciliation and learning.

**COMPETITION NUMBER**  
22-063

**CLOSING DATE**  
July 4, 2022 however, will  
remain open until filled

**SALARY RANGE**  
\$ 113,194 - 135,399 per annum,  
plus remoteness allowance

**POSITION LOCATION**  
The Pas, Flexible work options  
may be considered

**POSITION TYPE**  
Full Time, Regular Position

**APPLY TO**  
University College of the  
North, Attention: Jenn Marin  
P.O. Box 3000  
Fax: (204)  
Email: [jmarin@ucn.ca](mailto:jmarin@ucn.ca) (PDF  
preferred format)

## CONDITIONS OF EMPLOYMENT

- Candidates must be legally entitled to work in Canada
- Satisfactory criminal record check and vulnerable persons check

*Applicants must provide a cover letter, résumé, references and copies of their transcripts with their application. Applicants must clearly demonstrate in their written submissions how they meet the qualifications.*

*UCN is committed to building a workforce representative of the populations we serve. Preference will be given to qualified Indigenous candidates. Applicants are invited to indicate in their cover letter or resume if they are from any of the following groups: Indigenous peoples, persons with disabilities, visible minorities, or women and men in non-traditional roles. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Persons with disabilities who require accommodation for any part of the application or hiring process should contact Human Resources.*

*We thank all applicants for their interest, but only those selected for an interview will be contacted. Application materials, including letters of reference, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).*

*For more information and other employment opportunities, visit [www.ucn.ca](http://www.ucn.ca)*