



The H.R. MacMillan Space Centre is seeking an experienced, enterprising human resources and operations professional to join the Centre's senior leadership team for a 1-year maternity leave contract as Director of Human Resources & Operations.

ABOUT US

Our focus is to educate, inspire and evoke a sense of wonder about the Universe, our planet and space exploration. At the heart of this is wonder and fun, unexpected moments, good conversations and challenging ideas. These qualities are inherent in our interactions with our audiences and our partners. Our approach is to create an inspired and imaginative community connecting society, culture, and science to facilitate experiences that are...*like nothing on earth*. This is centered on the importance of supporting a scientifically literate society in which individuals can make informed choices about the issues our community faces.

ROLE SUMMARY

The Director of Human Resources and Operations plays a strategic role in designing, developing, executing and administering all human resource initiatives and in providing human resources and operational support to all departments. Reporting to the Executive Director, the director will also be responsible for the front-line and operations management of the organization. By developing and implementing various systems that meet our strategic priorities, the director will be responsible for maintaining positive relationships with vendors, clients, and internal staff that will help the Space Centre to function effectively and efficiently and meet its long-term objectives.

PRIMARY ACCOUNTABILITIES

As a member of the senior leadership team, the Director of Human Resources & Operations will demonstrate:

Leadership

- Fully participate with senior leadership and the board in setting strategy and policy;
- Act on behalf of the Space Centre in business, civic and community organizations to foster, build and grow relationships with internal and external audiences;
- Seek and inspire excellence and impact in all endeavours;

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Human Resources Excellence

- Research, implement and administer all company benefit plans and payroll; develop and maintain human resources systems that meet regulatory personnel information needs; maintain policies and procedures and provide guidance and interpretation to leadership team and staff;
- Maintain in-depth knowledge of legal requirements related to human resources; reduce legal risks and ensure regulatory compliance; maintain knowledge of industry trends and make recommendations to senior leadership and Board of Directors for improvement of organization's policies; procedures and practices on personnel matters;
- Conduct full-cycle recruitment of new employees, including placing advertisements, developing contacts with recruiting sources, interviewing, consulting with internal hiring managers and managing orientation and onboarding process;
- Be a point person for all staff regarding human resource matters; manage staff training/development program; oversee performance evaluation procedures and participate in labour relation negotiations.

Operational Impact

- Manage and oversee office services functions including administrative equipment and supply requirements; update and maintain operations manuals;
- Play a lead role in office space management, including the anticipation of office space needs and managing office moves; serve as contact person for employees and vendors regarding office operations; track staff requests pertaining to operations and liaise with building property supervisors, engineers, and managers regarding tenant-landlord issues;
- Plays a lead role in health and wellness including serving on several internal committees including occupational health and safety committee, joint labour relations committee, Vanier Park operations committee.

Management

- Provides strategic and operational support to standings committees of the Board (and other committees) as needed;
- Recruits, leads, supervises, coaches and mentors a team of guest services, group and facility sales, and technical staff and contractors who work as a team to achieve mutually agreed performance targets;
- Sets, monitors and reports on human resources and operational goals and metrics that are achieved with the full participation of staff and volunteers;
- Prepares business plans, budgets and authorizes expenditure.

The Space Centre has 50 employees (both union and non-union). The position carries responsibilities for representing the Centre in the administration of the Collective Agreement.

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CANDIDATE ATTRIBUTES

Experience

- Minimum of five years' experience in a Human Resources Generalist capacity with strategic implementation that demonstrates progressively senior roles.
- Minimum of five years' experience in Office Management or Operations Management.
- Demonstrated experience in creating and leading comprehensive human resources programs.
- Knowledge of and experience with front of house operations, special events planning and management.
- Knowledge of MS Office, payroll, accounting and front of house software a plus.
- Working with museums, cultural or educational institutions would be an advantage.
- A thorough understanding of the non-profit sector and regulations.

Education and Professional Qualifications

- Degree in Business Administration, Human Resources or a related field.
- Chartered Professional in Human Resources (CPHR) designation and involvement in the Chartered Professionals in Human Resources of BC & Yukon are desirable.

Personal Attributes

- Goal orientated and an entrepreneurial mindset required.
- Client focused, customer service disposition.
- Excellence in written and oral communications.
- Demonstrate initiative and autonomy.
- Excellent interpersonal relationships, commitment to working with a diverse staff and adept at employee relations including conflict resolution.
- Highly organized and self-motivated with a demonstrated ability to prioritize multiple projects simultaneously and exercise confidentiality.
- Maintain and communicate a positive attitude.
- Endorses and abides by the standards set by HRP.

OTHER INFORMATION

This is a 1-year, 3-day/week contract for maternity leave coverage, beginning mid-March 2021.
Compensation: \$42K - \$50K annually based on experience and education.
Schedule: 21 hours a week.

Deadline for Application: Monday, February 15, 2021 at 5:00pm

Please address all inquiries and applications (electronic submissions only) to:

Annika Penner

Director of Human Resources & Operations

careers@spacecentre.ca

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