



Director, Human Resources

Classification: Band 4

Salary: \$105,900.12 - \$140,800.04

Job Type: Regular Full-Time

Location: Victoria, BC

An eligibility list may be established for future vacancies.

Do you want to be part of a challenging and rewarding work community?

The Office of the Auditor General of B.C. (OAG) is an independent office of the legislature that contributes to excellence in effective and accountable government. We offer opportunities for career growth, an excellent compensation package, and flexible working arrangements.

Our office promotes trust, cooperation, and teamwork in a diverse, inclusive, and respectful environment. We are committed to creating and reinforcing diversity, equity, inclusion, and psychological safety – creating a safe environment where everyone feels they belong and are encouraged to bring their whole selves to work. We support each other, celebrate our successes, and encourage a healthy work-life balance for everyone. Our staff events are socially, physically, and emotionally nourishing – with lots of great food – and fun!

Interested in growing your career? We offer support for your professional development and education and reimbursement of your professional dues. Other benefits include:

- Extended health benefits,
- Policies and benefits to support your personal and family needs,
- Public service pension,
- Life insurance, and
- Confidential employee and family assistance program.

Our downtown Victoria location supports collaboration and includes a gym, indoor bike storage, and decks with partial views of the beautiful Inner Harbour.

About the Role

Reporting to the Assistant Auditor General, Critical Audit Support Services, the Director, Human Resources (Director) is responsible for developing, implementing and evaluating strategic and operational human resource programs and services that support OAG executive, managers and employees. The Director ensures HR management services, programs, and priorities align with OAG executive direction and priorities.

Accountabilities

- Works as strategic partner and trusted HR expert, provides consulting support, advice and guidance on all HR management topics and emerging issues; maintains a broad organizational perspective to ensure alignment with the OAG's strategic objectives.

- Exhibits a strong understanding of the OAG's strategic priorities and establishes linkages to HR operational functions and programming; establishes the unit's goals and objectives, monitors effectiveness, and ensures overall alignment with business goals.
- Works proactively with executive and managers to identify organizational needs; develops and implements workforce analysis, planning, talent acquisition and retention strategies encompassing: onboarding, succession planning, employee development/learning, and recognition programs.
- Functions as a member of OAG Leadership Committee; contributes to internal committees and working groups by providing financial management expertise and leadership.
- Oversees the development of internal HR administrative systems, processes, and tools to enhance organizational efficiency; ensures availability of accurate information and data reporting to support HR planning and executive decision making.
- Consults and provides expertise and support to executive on organization design and strategic change initiatives.
- Ensures the HR team has the capacity, skills, and expertise to support the needs of the organization, and that unit priorities align with executive decisions.
- Provides oversight on compliance with human resource policies, applicable legislation, the OAG Code of Ethics and Professional Conduct, and other regulatory requirements; consults with appropriate expertise/resources as required to ensure alignment with all requirements.
- Plans, develops, and administers the HR operating budget.
- Represents the OAG and manages effective working relationships with a variety of external HR partners and resources including other independent offices, legislative audit offices, and the BC Public Service Agency.
- Works collaboratively with OAG executive; promotes progressive/best HR practices throughout the organization; coaches and supports HR skill development for senior leaders.
- Oversees management of total rewards and related functions including job design/descriptions and job classification; provides leadership and advice to advance principles of equity, fairness, and compliance with the OAG's compensation policy.
- Leads project planning, design and implementation; manages project budgets and ensures project objectives are achieved.
- Participates in OAG executive and leadership meetings, HR committee work, and provides strategic HR-related decision-making support.
- Evaluates OAG HR policies and procedures, identifies issues and/or opportunities and makes recommendations to executive.

Job Requirements:

Education and Experience

- Bachelor's degree in human resources, organizational development, business administration or a related field and a minimum of five years experience that includes providing senior level HR leadership OR and an equivalent combination of education, training and experience.
- Experience leading and coaching multi-disciplinary senior management teams in the development and implementation of diverse HR initiatives and topics.

- Experience developing and implementing effective internal HR systems, processes, and procedures.
- Experience leading and supervising a team of professional HR employees.

Knowledge, Skills and Abilities

- Ability to be flexible and adapt to quickly changing priorities.
- Ability to keep one's emotions under control and restrain negative actions when provoked, faced with opposition or hostility from others, or when working under stress. It also includes the ability to maintain stamina under continuing stress.
- Strong ability to work calmly and professionally under tight deadlines and highly demanding situations.
- Ability to handle sensitive complex issues with tact in a calm, professional manner.
- Ability to build strong working relationships with leadership.
- Strong ability to work collaboratively with executive to implement strategic HR priorities.
- Knowledge of operational HR best practices and processes.

Preferences

- Preference may be given to those who have combined experience working in the B.C. public service and private sector.
- Preference may be given to those who have experience working in an independent legislative office.
- Preference may be given to those who have their Chartered Professional Human Resources (CPHR) designation in good standing.
- Preference may be given to those who have experience coaching managers and senior leaders on employee development and performance management.

Conditions

- Must be eligible to work in Canada (Permanent Resident, Canadian Citizenship).
- Successful completion of security screening requirements of the B.C. public service, which may include a criminal record check and/or *Criminal Records Review Act* check, and/or enhanced screening checks as required.
- Be flexible regarding ongoing changes in responsibilities, assignments, and corporate structures.
- We support a flexible hybrid work environment. However, you must be able to work in the office when required by your supervisor.

Please see the attached job profile for a full description of the accountabilities and required qualifications.

To be considered for this role, candidates must submit a cover letter and résumé with the months and years at each position to hr@bcauditor.com. **Your résumé must state whether you are eligible to work in Canada, and whether this is temporary.** Failure to provide all the requested documents will result in your application being unsuccessful.

Applications will be accepted until 11:59 p.m. PDT on Friday, March 21, 2025. Any applications submitted after this deadline will not be accepted.

We encourage candidates of all backgrounds and all abilities to apply. We invite candidates to ask for help if they need accommodations for the job application process.

For more information, please contact hr@bcauditor.com.