

# JOB DESCRIPTION

## JOB TITLE: PEOPLE & CULTURE PROGRAM SPECIALIST

CLASSIFICATION LEVEL: **MANAGER 1**

**\$73,000 - \$86,000**

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**LOCATION:** Hybrid - Provincial Office – Station Tower (380 – 13401 108 Ave, Surrey)

### PURPOSE

The Program Specialist, People and Culture is a seasoned HR professional dedicated to elevating the employee experience through strategic program development and implementation. This role is instrumental in optimizing the employee lifecycle through the design, implementation, and management of comprehensive HR programs and systems. With a proven track record in project management and a comprehensive HR background, this role is pivotal in elevating the overall employee experience. The emphasis lies in creating and refining programs, policies, procedures, and systems that positively impact every stage of the employee journey within the organization.

Works under the direction of the Director, People & Culture, and Senior Director, People & Culture.

Collaborates extensively with the Manager, People & Culture, and Manager, Payroll on all key projects and program development.

### KEY DUTIES & RESPONSIBILITIES

- Conceptualizes, designs, and implements HR programs, policies, and procedures spanning the entire employee lifecycle, including but not limited to talent acquisition, onboarding, performance management, career development, compensation, and HR systems.
- Research, designs, and implements HR policies, procedures, and tools to ensure legal compliance, best practices, and alignment with organizational goals.
- Drives innovation in program design, focusing on creating solutions that enhance the employee experience and organizational effectiveness.
- Oversees cross-functional HR projects, ensuring successful execution, on-time delivery, and within allocated budget. This includes tasks such as task scheduling, resource allocation, risk assessment, and stakeholder communication.
- Develops and refine talent acquisition programs to attract top talent.
- Enhances onboarding processes to facilitate seamless integration of new employees, with a keen focus on program development and effectiveness.
- Collaborates with teams to create a comprehensive onboarding curriculum.
- Spearheads efforts to refine performance management processes, including goal setting, feedback mechanisms, and performance appraisal systems.
- Designs and implement programs that foster continuous learning, skill development, and career advancement opportunities for employees.
- Contributes to developing and executing initiatives aimed at fostering positive employee relations, effective communication, conflict resolution, and employee recognition.

- Develops, implements, and optimizes HR systems to streamline processes and enhance data management, with a focus on program development and operational efficiency, as part of the project team.
- Utilizes HR analytics to generate actionable insights, prepare reports for senior leadership, and monitor the progress and impact of program development initiatives.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

### **QUALIFICATIONS**

- Bachelor's degree in Human Resources, Business Administration, or related field. CPHR certification is an asset.
- Minimum of five (5) years' experience in HR roles, with a demonstrated track record in program development and project management.
- Proven expertise in all areas of the employee lifecycle, from recruitment to retirement.
- Strong understanding of HR principles, including policy development, employee engagement, talent acquisition, organizational development, and HR systems.
- Excellent project management skills, including task scheduling, resource allocation, risk assessment, and stakeholder communication.
- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Proficiency in HRIS software and advanced knowledge of Office 365.
- Analytical mindset with the ability to interpret data and make recommendations for HR strategies.
- Exceptional communication and interpersonal skills to interact with employees at all levels of the organization.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check

### **OTHER COMMENTS**

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC.
- There will be a need to attend meetings and events which may require work and travel outside of normal business hours.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.



**MÉTIS NATION**  
BRITISH COLUMBIA

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**I have read and acknowledge my understanding of the requirements and duties of the position:**

Employee's Signature

Date

Supervisor's Signature

Date