



Job Posting

Position Number: **MHR** Position Title: **Manager of Human Resources**
Classification: **Excluded** Reports To: **President and Chief Executive Officer**

Application Deadline: January 15, 2022

WHO WE ARE

The Prince George Airport Authority (PGAA) is a not-for-profit corporation focused on operating with safe, secure, environmentally responsible, and economically sustainable practices and contributing to regional economic development. As a National Airport System (NAS) airport, the Prince George Airport is considered essential to Canada's air transportation system.

The PGAA Management team is a diverse group that takes pride in our work. We are seeking an innovative Human Resources Generalist with a drive for continuous improvement. This opportunity is a part-time (0.8 FTE), permanent position, and the successful candidate will possess excellent conflict resolution skills, knowledge in all areas of Human Resources and Occupational Health and Safety, and the application of Labour Law and best practices.

This position comes with a competitive compensation package, robust health benefits, remote work option and schedule flexibility.

PRIMARY FUNCTION

Working as part of the management team, and reporting to the President and CEO, the Manager of Human Resources is responsible for enhancing the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. The Manager will lead the HR Department, and engage in oversight of payroll and performance management for all employees, and make recommendations as required to the PGAA Management team and CEO based on analyses of employee productivity, efficiency, succession prospects and KPAs/KPIs. The HR Manager will identify methods to maximize the value of the PGAA's employees and ensure all Human Resources are being utilized as efficiently as possible with a focus on the health and safety of the workforce.

KEY RESPONSIBILITIES

- ▶ Develop and implement HR strategies and initiatives aligned with the Strategic Plan, Board of Directors Strategic Objectives, and overall PGAA business strategy
- ▶ Develop and administer human resources plans and procedures that relate to PGAA personnel
- ▶ Bridge management and employee relations by addressing demands, grievances and other issues

- ▶ Participate in Collective Bargaining with PSAC/UCTE to support the CEO and Management
- ▶ Ensure legal compliance to Federal Legislation and Regulations, and Provincial standards that are applicable
- ▶ Participate in Occupation Health and Safety Committees, lead OH&S initiatives and collaborate with the Regulatory Compliance Manager and Superintendent of Safety and Compliance on injury prevention, safety incidents and reporting
- ▶ General Human Resources Administration including benefits and pension management, recruitment and retention programs, performance management and training initiatives
- ▶ Payroll Oversight and Administration: bi-weekly review and payroll back-up
- ▶ Direct staff oversights: Payroll and HR Benefits Administrator

KEY QUALIFICATIONS

- ▶ A post-secondary degree/diploma in Human Resources, Business Administration or a related field; or an equivalent combination of education and experience
- ▶ A minimum of 5 years of management experience, or positions with increasing levels of responsibility
- ▶ Working knowledge of applicable federal and provincial legislation, regulation and industry practices with respect to Occupational Health and Safety
- ▶ Experience in labour relations or within a unionized environment
- ▶ Strong demonstrated ability in record management and working knowledge of HRIS
- ▶ Superior computer skills with advanced level knowledge in spreadsheet, database, and word processing software applications, and/or payroll systems
- ▶ Excellent performance management and coaching skills are required; experience in facilitation or training is an asset
- ▶ Demonstrable conflict resolution skills; certification in Conflict Resolution is an asset
- ▶ Effective and collaborative communication skills; both verbally and in writing
- ▶ Excellent organizational and time management skills
- ▶ Able to obtain and maintain a Transport Canada security clearance
- ▶ The successful candidate must meet Transport Canada's Vaccination requirement for staff working within the Aviation Industry.
- ▶ BC Class 5 Drivers License
- ▶ Knowledge of the Aviation industry is an asset
- ▶ Knowledge and experience in Payroll processing is an asset
- ▶ The successful candidate will either currently possess or be actively working towards obtaining their professional designation (CPHR/CHRP)

This position is open to Prince George Airport Authority employees and external candidates. Previous job performance and suitability will be taken into consideration for all candidates that apply for this position.

Please submit resumes electronically to: gduke@pgairport.ca ensuring that "Manager of HR Application" is the subject line. The PGAA thanks in advance all candidates who submit an application; however, only selected candidates will be contacted.

Application Deadline: January 15, 2022 at 5:00pm.