



DO NOT USE - NON-CONTRACT ROLE DESCRIPTION

JD4691

ROLE TITLE:	Executive Director, Talent Acquisition and Employee Journey	ROLE DESCRIPTION NO.:	4691
DEPARTMENT:	People	HEABC REFERENCE NO.:	18721438
REPORTING TO:	Vice President, People	HSCIS CODE:	06000
CLASSIFICATION:	NCEM/Range 12	JOB CODE:	91285

ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Vice President, People, the Executive Director is a key member of Island Health's People senior leadership team and establishes and oversees the strategic planning and operational requirements of Recruitment, Talent Sourcing and Onboarding, Recognition and Retention, Work Design and Compensation, and Employee Records. The Executive Director is responsible for strategic and short and long-term workforce planning, providing support to operational and functional leadership. The Executive Director represents the portfolio in organizational initiatives with internal and external committees and develops partnerships with senior Island Health leaders. In addition, this position is a key member of a team leading the Health Human Resources task force looking at innovative approaches to attract and retain talent in a challenging Health Human Resources environment.

The Executive Director is accountable for operational leadership including management of the overall departmental budget and staffing to ensure seamless, efficient and effective delivery of services within the People vision. Key partnerships are with senior Island Health leaders and other health authority leaders, unions, contractors and agencies. The Executive Director, in collaboration with the VP and team members, develops proposals for funding for innovative initiatives and provides oversight for all funded projects.

DUTIES AND RESPONSIBILITIES:

1. Guides, contributes and works in partnership with senior leadership and Portfolio colleagues including the Vice President, People in the overall strategic leadership and the planning, development and management of the People strategy and goals for Island Health. Makes decisions that have broad implications and complexity, ensures consistency with Island Health's overall strategic plan, alignment with the Ministry of Health priorities and works within the boundaries of government legislation and policies in addition to provincial standards and agreements.
2. Works to create seamless candidate and employee experience between all functions in the department.
3. Ensures technology supports recruitment, pre-boarding and onboarding meets the current and emerging requirements of the organization.
4. Leads and directs the development of overall and applicable initiatives and activities across Island Health, in collaboration with other People leadership, ensuring integrated and consistent service delivery in alignment with Island Health business needs.
5. Provides leadership to team members through coaching, guiding, mentoring and modelling Island Health values. Encourages dialogue and provides guidance and advice to facilitate resolutions to work issues. Assists team members to define shared and individual goals, meet target dates and ensure alignment of team goals with program and service needs. Recruits staff and maintains an organizational structure for the portfolio that provides the highest level of quality service within budget parameters.

6. Creates a learning environment with the development of an organizational climate that promotes and supports professional growth of all team members.
7. Formulates departmental strategy and policy direction through consultation with the VP, People and implements and evaluates the long-term goals, policies and procedures necessary to operationalize the strategic plan. Measures the extent to which annual organizational goals and objectives have been met.
8. Leads and collaborates in the development of annual capital and operating budgets to complement strategic directions. Manages and oversees various existing programs and new operating budgets to adhere to allocated resources by monitoring expenditures, taking corrective action, and producing rationale for deficits. Maintains excellence in service provision, achievement of goals and targets, and ensures operating requirements are met. Reviews budget plans with VP, People.
9. Develops and maintains effective and collaborative relationships with external stakeholders at both the local and provincial level.
10. Builds and maintains effective relationships with senior leadership, directors and managers across Island Health by responding to emergent issues, providing expert professional consultation on solutions as well as facilitating solutions as applicable.
11. Coordinates the quality improvement and risk management activities of program areas focusing on service quality, consistency and maintenance of the program as a leading service of its kind within the province. Facilitates the implementation of approved modifications and evaluation of process effectiveness to ensure optimal use of organizational resources. Reports regularly of all foregoing activities to VP, People.
12. Manages and provides a safe and healthy workplace for staff and ensures that health and safety requirements for operational areas are met. Reports unsafe situations; investigates and takes corrective action and/or notifies appropriate personnel.
13. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a MBA, Business and HR specialty, plus a minimum of ten (10) years' recent, related experience in progressively more complex senior leadership roles in a large multi-union environment. Experience in a health care environment is an asset but not required.

Skills And Abilities

- Sound working knowledge of planning concepts related to budgetary, staffing, quality and strategic initiatives.
- Demonstrated strong people leadership skills.
- Excellent communication skills, both verbal and written.
- Ability to adapt readily to rapid and changing environments.
- Able to engage with all levels of the organization from executive to frontline employees.
- Physical ability to perform the duties of the position.
- Demonstrated ongoing commitment to professional development.

LEADS in a Caring Environment Framework: <https://cchl-ccls.ca/pld-leads/the-leads-framework/>