VICTORIA HOSPITALS
FOUNDATION
Giving makes us all better

People and Culture Leader

Do you want to be part of a dynamic team that is making significant impact on the advancement of healthcare on Vancouver Island? If so, the Victoria Hospitals Foundation (VHF) may be your next opportunity!

> *The Victoria Hospitals Foundation is a leading philanthropic organization on Vancouver Island that champions giving through prudent stewardship to advance and elevate care at Royal Jubilee and Victoria General hospitals. As a charitable partner of Island Health, we raise funds to invest in priority and best-in-class medical equipment, caregiver education, research, and special projects. VHF donors fund 40% of the medical equipment at Royal Jubilee and Victoria General hospitals.*
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> *In 2024-25, more than $24.2 million was raised from over 5,635 donors to bring innovation to the forefront of patient care in Victoria. Since 1989, the Foundation has raised over $233 million to benefit Vancouver Island's acute care hospitals, which serve the region's 930,000+ residents.*

With an impending retirement, we have an exciting opportunity for a People and Culture Leader to join our team! Reporting to the Chief Financial Officer, the People and Culture Leader is responsible for the effective and efficient delivery of Human Resources, Volunteer Management and Office Administration services for the Foundation. This role provides leadership, expert guidance, and hand-on execution across the full scope of Human Resource Operations while overseeing key administrative and office functions.

Guided by the Foundation's Vision, Mission and Values, the People and Culture Leader partners closely with the Chief Executive Officer and executive office, foundation management and Island Health to strengthen organizational effectiveness, foster a positive workplace culture and support the Foundation's strategic and operational goals. This position will have one - two direct reports, including a Donor Relations Assistant, and serves as a key resource to multiple key interest holders including, VHF's Board of Directors, Island Health HR & Payroll, and volunteers. The People and Culture Leader is a self-starter who leaders by example, takes initiative, and brings a consultative, solutions-focused approached to their work.

Key Responsibilities include:

Human Resources

- Develops and implements HR strategies that support organizational goals and designs appropriate organizational policies.
- Advises and supports full cycle recruitment and onboarding of all employees.

- Supports the employee lifecycle – including training, job transitions and departures.
- Provides guidance and support for people development, performance management and compensation practices.
- Responsible for HR Administration: timekeeping, documentation and file maintenance.
- Supports the compensation practices though research, job evaluation and support for pay changes and adjustments.
- Supports employee engagement initiatives such as the employee surveys, recognition programs, training opportunities and culture building activities.
- Oversees the health and safety and first aid programs, ensuring JOHSC meetings, drills and standards are maintained and there is a commitment to working safely
- Ensures legal, operational and WorkSafe BC updates are appropriately incorporated into VHF manuals and practices.
- Provides counsel and support to managers regarding employee relations, change management, coaching and HR administration.
- Reports insights and supports project delivery as needed to the Board of Directors, and Human Resources and Compensation Committee.
- Works with Employee Records, Payroll, Timekeeping and Benefits within Island Health in order to ensure VHF employees have the basics covered.

Volunteer Management

- Supports volunteer engagement across the Foundation.
- Recruits, screens, onboards and supports volunteers.
- Develops volunteer role descriptions and schedules.
- Serves as the primary point of contact for volunteer inquiries and communications.
- Builds strong relationships to promote volunteer engagement and retention.
- Ensures volunteer recognition initiatives are completed in a timely manner.

Office & Administration

- Oversees reception, front desk operations and key interest holder engagement and support
- Manages office facilities, vendors and service providers
- Coordinates workspace planning, equipment needs and office moves.
- Supports internal communications, staff celebrations and engagement activities.

Qualifications

- A level of education, training and experience equivalent to a Bachelor's degree in a related area such as Human Resource or Business Administration and 7-10 years' recent related experience.
- A CPHR designation is required.
- Demonstrated experience with MS office suite. Strong administration skills.
- Working knowledge of human resource disciplines
- Demonstrated consulting coaching, and facilitation skills
- Ability to build and maintain relationships and communicate clearly and effectively, both verbally and in writing
- Process-oriented with strong analytical and problem-solving skills

This position will be based in the VHF office at the Wilson Block at Royal Jubilee Hospital.

Total Compensation Package:

- The base salary hiring range for this position is $85,050 - $104,000.
- The base salary range for this position is $85,050 - $124,920.
- This salary is based on a 37.5-hour workweek with core hours 8:30-4:30.

The total compensation package also includes a comprehensive extended benefit package starting immediately, and participation in a defined benefit pension program after 3 months. The time off program includes 4 weeks of vacation per year, paid sick time and other time off to support personal wellbeing.

About Us:

Our team is highly collaborative with a strong connected purpose. We are passionate about supporting the health and well-being of our community through philanthropy and deeply care about the health of our hospitals. Our team is innovative and approaches feedback as an opportunity to learn and grow, seeking understanding of different perspectives. We lead by example, hold ourselves to a high standard of professionalism and share the same core values: Embody trust; Champion Island care; Foster meaningful donor journeys; Elevate and celebrate everything we do.

Join Us:

We welcome qualified candidates to submit a detailed cover letter and resume to VHFHR@islandhealth.ca. This position will be open until successfully filled. Interviews will be scheduled as applications are received. A full job description is available upon request.

Please include "**People and Culture Leader**" in the subject line.