Position Title and Grade: Human Resources & Contracts Manager, Grade C2

Reports to: Director: Finance, Administration & Human Resources

Duration of Contract: Three-year term

Position Location: Burnaby, British Columbia

Commonwealth of Learning (COL) helps governments and institutions to expand the scale, efficiency and quality of learning by using new approaches, appropriate technologies, and open and distance learning methodologies. Headquartered in British Columbia, Canada, COL promotes learning for sustainable development. It is financed by voluntary contributions from Commonwealth Member States.

Overview of Functions of the Position:

The Human Resources & Contracts Manager is responsible for the day-to-day administration of the human resources (HR) functions including systems, policies and procedures. The Manager plays a critical role in effective and efficient human resource management and in ensuring the recruitment of the best possible talent. The Manager also helps with issues related to contracts for the organisation and its staff, consultants and partners.

Duties and Responsibilities:

- Maintains, recommends and evolves organisational policies and procedures in support of COL’s HR Framework and Compensation Plan; modifies and writes new policies; monitors and manages HR information systems; undertakes periodic reviews of remuneration scales, benefits and allowances; and administers the benefits program.

- Manages staff recruitment and succession planning in a timely fashion. This includes drafting job descriptions, posting vacancies, pre-screening and interviewing applicants, performing reference checks and preparing employment contracts.

- Assists in developing and implementing safeguarding processes and practices in keeping with best international practices and advises on safeguarding issues as necessary.

- Organises, sets up or participates in committees / groups to improve organisational performance; and mentors and counsels staff as required.

- Implements efficient and effective information technology solutions for the administration of HR functions; and maintains up-to-date information on HR practices and standards.

- Undertakes contract processing responsibilities that include assisting staff to standardise, draft and prepare contracts; advises on procurement, tendering and selection processes; assists in assessments of service providers; updates consultants’ fee structure periodically; monitors contracts as per COL guidelines and drafts new templates and clauses as required.

- Identifies service providers as needed and organises and co-ordinates staff training programs for priority areas; provides training to staff on contracts and HR systems; and manages the process for orientation of new staff.

- Performs other related duties as may be assigned.
Direct Reports: none

Qualifications and Experience:

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<th>Qualifications</th>
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<td><strong>Essential</strong></td>
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<td>Undergraduate degree in a relevant discipline, such as Social Sciences, Business Administration, with specialisation in HR.</td>
<td>5+ years of relevant HR experience related to sourcing talent, performance management, and compensation in a small to medium size organisation or association.</td>
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<td><strong>Desirable</strong></td>
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<td>A post-graduate qualification in a related discipline. Training in legal issues such as contract law and copyright.</td>
<td>Specific experience related to preparing a range of contracts and associated policies and processes. Working knowledge of the responsibilities of agencies towards safeguarding.</td>
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Skills and Competencies:

- **Communication Skills**: Excellent communication skills, both oral and written required; delivers information very effectively in a variety of settings including one-on-one, teams and wider audiences; displays sensitivity to ethnic and gender issues in all communications. Has the ability to communicate and work with others, both within and outside of COL by promoting co-operation and collaboration to achieve collective outcomes. Openly shares information, knowledge and expertise with others; appropriately gives and is open to feedback from team / co-workers.

- **Planning and Organising**: Ability to develop and implement policies, procedures and plans to help COL achieve its overall goals.

- **ICT Skills**: Skills to use information and communications technologies (ICT) at a sophisticated level to create, store and exchange information and knowledge. Has a willingness to learn and adapt to new office technologies.

- **Networking and Diplomacy**: Ability to develop and maintain a network of contacts in agencies and institutions on issues related to the job as well as to exercise professional judgement, discretion and diplomacy while representing COL’s interests.

- **Project Management**: Ability to get the job done within an appropriate time frame; can handle and deliver multiple projects simultaneously; shows persistence in overcoming obstacles; ensures follow-through to desired results; and able to respond to unexpected or challenging circumstances.

- **Prudence**: Sets an example by consistently modelling high standards of performance, honesty and integrity especially with appropriate use of funds; ability to mobilise, prepare and manage financial budgets in an effective, efficient and judicious manner to deliver ‘value for money’.

Personal Attributes:

- Commitment to the ideals of COL, notably to the role of learning as the key to sustainable development and to the capacity of technology to enhance that role.

- Capacity to work in a multicultural environment with a readiness to adapt to the work culture, where integrity, mutual respect and dedication to the organisation are expected.

COL Headquarters is located at 4710 Kingsway, Suite 2500, Burnaby BC Canada V5H 4M2