



TRINITY WESTERN
UNIVERSITY



Opportunity Profile

EXECUTIVE DIRECTOR, PEOPLE & CULTURE
TRINITY WESTERN UNIVERSITY

NELSON/KRAFT
AND ASSOCIATES

EXECUTIVE SUMMARY

Trinity Western University is looking for a seasoned HR executive to join their team as Executive Director, People & Culture.

The Executive Director, People & Culture (EDPC) works closely with the Senior Vice President of Business Administration & CFO in developing, driving, and implementing key people and culture strategies in alignment of the University's Strategic Plan. You will lead a team of professionals that provide a high level of service and expertise to the University community in delivering human resource best practices, and you will oversee the People & Culture functions in areas such as recruitment, inclusive excellence, performance management, training and development, compensation, health and wellness, and HRIS. As Executive Director, People and Culture, you will also actively engage members of the University community in the achievement of its people goals through collaboration, relationship building, and by providing best practices in support of effective operations.

If you are an accomplished HR leader with comprehensive labour relations experience and a conviction that aligns with TWU's mission, vision, and values, we would love to hear from you.



OUR STORY

In 1957, a small group of people had an extraordinary vision to establish a distinctly Christian university in Canada.

The vision began when the Evangelical Free Churches of America (EFCA) appointed a committee to explore founding a liberal arts college in the Fraser Valley. Christian educator and church leader David Enarson was one of the guiding members of the committee and had a vision for an accredited Christian university. Members of the committee purchased the Seal Kap dairy farm in British Columbia's Fraser Valley and developed plans to build the college. The dream finally took off when Trinity Junior College opened in 1962.

Since those first days, Trinity Western has held a unique vision for Christian liberal arts and sciences education in Canada. The first president, Dr. Calvin B. Hanson (1962-1974), helped shape the early vision. Two decades later, with 800 students enrolled, the college achieved two important milestones. In 1984, under the leadership of TWU's second president, Dr. R. Neil Snider (1974-2006), Trinity Western was granted full membership into the Association of Universities and Colleges of Canada (AUCC), and in 1985, the British Columbia legislature renamed the Trinity Western College Act the Trinity Western University Act, establishing TWU as a university.

The next milestones for the University included incorporating ACTS Seminaries and the School of Graduate studies, which offer masters and doctoral programs in theological studies, counselling psychology, and the humanities.

TWU is now Canada's premier global Christian university and a leader in liberal arts education offering undergraduate, graduate, and doctoral degree programs. As reported in educational surveys carried out by The Globe and Mail University Report and Maclean's magazine, TWU has earned national recognition for its overall quality of education. TWU has two Canada Research Chairs: Canada Research Chair in Person-Centred Outcomes and Canada Research Chair in Cardiovascular Adaptation to Exercise.

Today, in addition to the programs offered at the main Langley, BC campus, Trinity Western University provides a wide array of degree and non-degree learning experiences at its satellite campuses and through its various schools and institutes.



OUR MISSION

The mission of Trinity Western University, as an arm of the Church, is to develop godly Christian leaders: positive, goal-oriented university graduates with thoroughly Christian minds; growing disciples of Jesus Christ who glorify God through fulfilling the Great Commission, serving God and people in the various marketplaces of life.

OUR VISION

Every graduate is equipped to think truthfully, act justly, and live faithfully for the good of the world and the glory of God.

OUR VALUES

- Obeying the Authority of Scripture
- Pursuing Faith-Based and Faith-Affirming Learning
- Having a Transformational Impact on Culture
- Servant Leadership as a Way of Life
- Striving for Excellence in University Education
- Discipling in Community
- Practising Christian Hospitality

KEY RESPONSIBILITIES

Strategic Planning

- Working alongside senior leaders and the department of Inclusive Excellence, foster a workplace culture of respect, where all can flourish.
- In co-operation with the VP of Inclusive Excellence, design and execute comprehensive recruitment strategies and ongoing professional development consistent with the goal of advancing the University's commitment to inclusive excellence as a global Christian University.
- Develop, align, and set the People & Culture (P&C) services strategic plan in support of and in alignment with the University's strategic plans. Ensure that P&C considerations are included with business/workforce planning for major initiatives and in daily operations.
- Develop and maintain strong working relationships with senior and department leadership, and provide strategic decision support on a variety of complex P&C matters.
- Lead the development and implementation of best practices in all areas of P&C services, and act as a change agent across the University.
- Ensure the P&C departmental budget is prepared in keeping with overall strategic objectives and policies.





Employee & Labour Relations

- Maintain a positive and healthy relationship with internal and external employee and labour relations stakeholders.
- Provide support to employees on people-related matters, including conflict resolution, communication, and change management.
- Provide expertise in labour relations, advising leaders in the interpretation and implementation of collective agreements, employment legislation, and labour relations developments.
- Participate in the collective bargaining process, as required.
- Responsible for overseeing all labour relations matters.
- Identify opportunities to proactively manage employee relations issues through regular consultation with managers and HR colleagues and ongoing assessment of workplace dynamics.
- Manage complex employee management matters and oversee investigations, arbitration, and mediation.
- Develop and maintain engagement strategies that support best practices in ensuring fairness and equity within the TWU community.



Bullying & Harassment Prevention

- Provide expertise and advice to the University Community on the issue of bullying and harassment.
- Liaise and partner with the Senior Harassment Office and Vice President of Inclusive Excellence in meeting the objectives of providing a physically and emotionally safe atmosphere for the TWU community.

Department Leadership

- Supervise and provide leadership to the P&C team by coaching, guiding, and modeling key behaviors/strategies, encouraging dialogue, collaboration, and providing guidance to facilitate resolutions to work issues.
- Foster a culture of trust and service excellence in P&C Services; optimize organizational structure to ensure consistent customer service from end to end.
- Guide the development of the P&C team as a cohesive team to optimize the performance of the department and establish P&C as the valued partner for stakeholders across the institution.



Recruitment & Human Resources Program Management

- Advance the University's ability to attract, recruit, and retain exceptional talent, by constructing a recruitment sourcing plan and building an inclusive talent and candidate pipeline. Work effectively with Marketing & Communications and the President's Office to develop and execute effective recruitment strategies and processes in support of staff and faculty searches.
- Lead the implementation and maintenance of an HRIS system that will provide the information required to manage, analyze, and report on key performance indicators that will foster a high performing culture, in collaboration with the Finance department and the Provost's Office.
- Work closely with Executive Leadership Team to develop a compensation plan that aligns with the strategic plan. Provide ongoing consultative services to senior leadership in the design and development of compensation strategies and programs for staff, faculty, and students; and oversee their implementation.



- Oversee the recruitment process for staff and student employees, and work alongside the Office of the President and the Provost to coordinate the recruitment of University executives and faculty.



- Initiate improvements in the talent management systems and processes to enable best practices in hiring, onboarding, performance evaluation and training. Ensure performance is linked to strategic goals and aligned with TWU's mission and core values.
- Oversee the effective administration of benefit programs including extended health, dental, life, retirement, and disability, and ensure liaison with Financial Aid and Registrar's Office departments in the administration of education benefits (tuition and the Torch scholarship program). Evaluate and recommend improvements to benefit programs. Manage the administration of independent contractor agreements.



- Oversee the staff performance management process; developing tools and training managers to ensure employees understand job expectations, goals, and receive timely feedback on performance.
- Establish and implement competency-based management processes for recruiting, training, development, promoting, and performance management.
- Continuously evaluate culture and work with staff and faculty associations in providing recommendations and establishing a high performing culture, based on trust, ethics, and the values of the University.
- Evaluate and recommend human resource vendors including mediators, outsourcing counsellors, leadership coaches, etc. Oversee contracts with providers.

- Recommend and establish P&C policies and procedures; act as a resource to a wide variety of students, staff, faculty, and administration regarding human resource issues, including University policy, provincial and federal legislation, documentation and reporting requirements, and best practices.
- Ensure leadership and direction of the Occupational Health & Safety programs.
- Serve on planning and policy-making committees, as required.
- Act as the P&C resource liaison to both the Staff Association Executive and the Faculty Association Executive.
- Represent TWU on external HR Associations and at professional events.
- Conduct a needs assessment to determine areas of training and development to enhance the knowledge and skills of staff in alignment with the University goals.
- Perform other related duties, as required.



SKILLS & ABILITIES

- Able to lead a team of experienced professionals.
- Able to manage multi-year operational and capital budgets at the organization level.
- Able to take initiative in identifying present and future issues and take appropriate action.
- Able to exercise confidence in accomplishing challenging tasks and resolving conflicting issues.
- Able to develop effective working relationships that facilitate collaboration, trustworthiness, and integrity.
- Able to exercise business acumen and objectivity when dealing with complex situations and the University's strategic goals.
- Strong communication skills, demonstrated in complex work environments, with a proven ability to hold dialogues with a wide variety of stakeholders, an ability to listen to concerns, and to build confidence through follow-up actions.
- Good organizational, interpersonal, and negotiation skills.
- Mature and committed as an evangelical Christian leader with a keen desire to serve in work, church, family, and the community.
- A firm commitment to TWU's Mission, Core Values, Community Covenant, Statement of Faith, and Vision.

EDUCATION & EXPERIENCE

- Degree in HR Management or a relevant discipline.
- Minimum of five years' experience in a labour relations role, required.
- CPHR or equivalent professional human resource designation, preferred.
- Minimum of ten years' human resource experience including several years in a senior leadership role, or an equivalent combination thereof. Experience in a post-secondary environment is an asset.
- Experience in the implementation of governance structures, strategic planning, and effective management structures.

OUR SEARCH TEAM



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MARK KRAFT LEADING THE SEARCH

Mark is a trusted and sought-after executive search leader, with over 20 years of combined experience in the public and private sectors. Bringing a deep level of care and commitment to his clients, Mark has successfully led over 100 executive talent searches across Canada, for roles ranging from CEO to CFO, to COO. With his breadth and depth of experience, Mark has become a respected advisor and go-to expert for non-profit, charity, and faith-based organizations looking to source top executive talent.



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SHAWN PLUMMER SUPPORTING THE SEARCH

Shawn is a senior executive who, after 22 years in international relief and development, most recently served as President & CEO of Food for the Hungry Canada. His career has led to deep relationships and respect within his broad network of non-profits and businesses globally and across Canada. With invaluable program and leadership experience, a history of managing large teams, as well serving as a board member himself, Shawn is well equipped to come alongside your organization to ensure you have the right leadership team in place to drive your future success.

ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

Location: Langley, BC

Application Deadline: January 17, 2024

Short List Interviews: February 2024

Start Date: TBD

Salary Range: \$125,000 – 135,000

HOW TO APPLY

Apply online at nelsonandkraft.com/jobs with your cover letter and resume. You must be eligible to work in Canada.

Nelson/Kraft & Associates Inc. is an executive consulting firm that specializes in working with not-for-profits and for-profit businesses across Canada, assisting them in the placement of senior executives and directors.

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position and is committed to the principles of diversity and inclusion in its hiring practices, and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation.

Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.