

## CAREER OPPORTUNITY

Director of People, Culture and Workplace Strategies  
People, Culture and Reconciliation Division

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Full Time – Permanent

Band 4

Victoria, British Columbia

Salary Range: \$ 105,900 to 140,800 Annually

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### ABOUT US

The Royal BC Museum and Archives is a place of discovery and wonder, dedicated to honouring and sharing the rich cultural and natural history of British Columbia. We are committed to fostering an inclusive and diverse environment where everyone feels valued and respected. We also believe the rich diversity among the communities we serve should be reflected within our workforce and it is important to act and show leadership in advancing the principles of reconciliation in addition to equity, diversity, inclusion and accessibility (EDIA) in our community.

The Royal BC Museum is currently building a new, second, state-of-the-art facility in Colwood, BC. PARC Campus will provide continued excellence in care and conservation of the provincial collections that share the evolution and stories of BC and increase access to the collections for visitors and researchers. Meanwhile, the Museum is continuing to reimagine the downtown site along with adopting business and cultural best practices.

As we continue to grow and evolve, we seek a visionary leader to join our team and champion our people and culture initiatives.

### POSITION OVERVIEW

We are seeking a dynamic and experienced Director of People, Culture and Workplace Strategies to join our leadership team. This pivotal role will lead our people function, driving strategic and operational initiatives that promote a culture of inclusion, diversity, and engagement. The ideal candidate will possess deep expertise in human resources legislation, policy, and practice, coupled with a customer service mindset, a track record of delivering concrete results, creative problem-solving skills, and exceptional diplomacy. As a member of the leadership team, the incumbent is responsible for championing the Museum's human resources strategy, EDIA framework, and advancing its important initiatives and priorities. The position influences organization wide change and culture; performance management; professional Culture and learning programs; and EDIA initiatives.

## KEY RESPONSIBILITIES

- **Leadership and Strategy:** Develop and implement comprehensive HR strategies that align with the Royal BC Museum and Archives mission and goals. Act as a strategic partner to the executive and leadership team, providing insights and recommendations on organizational Culture, talent management, and workforce planning. Implements change management activities to enhance successful implementations.
- **Inclusion and Diversity:** Champion EDIA initiatives that promote diversity, equity, inclusion and accessibility across all levels of the organization. Implement programs and practices that create a welcoming and supportive environment for employees from all backgrounds. Develop and implement innovative culture programming initiatives aimed at fostering a positive and inclusive work environment.
- **HR Expertise:** Ensure compliance with all relevant human resources legislation and regulations. Provide guidance and support to managers and employees on HR-related matters. Lead the improvement of pay and other operational challenges.
- **Employee Engagement and Culture:** Foster a culture of continuous learning and professional growth. Design and implement training and Culture programs that enhance employee skills and career advancement opportunities. Develop employee engagement plans based on feedback.
- **Performance Management:** Oversee the performance management process, ensuring it is fair, transparent, and aligned with organizational objectives. Provide coaching and support to managers in conducting performance reviews and addressing performance issues.
- **Recruitment and Retention:** Develop innovative recruitment strategies to attract top talent. Enhance employee retention through effective onboarding, recognition, and engagement initiatives.
- **Customer Service Mindset:** Promote a culture of exceptional customer service within the People and Culture team. Ensure people centric services are delivered in a timely, accurate, and professional manner, meeting the needs of employees and managers.
- **Results-Oriented:** Set measurable goals and objectives for the HR function. Monitor and report on key HR metrics, using data to drive continuous improvement and demonstrate the impact of HR initiatives.
- **Creative Thinking and Problem-Solving:** Bring innovative ideas and creative solutions to complex challenges. Foster a culture of innovation within the People and Culture team and across the organization.
- **Diplomacy and Communication:** Serve as a trusted advisor. Communicate effectively with employees at all levels, fostering open and transparent dialogue.

## QUALIFICATIONS

To be the right fit, you are an empowering leader – someone who is calm, strategic and tactical under pressure and who can see the big picture beyond daily issues. You are a relationship builder with exceptional interpersonal skills and the ability to work with and be sensitive to diverse populations and needs including the ability to work with people in stressful situations. You seek a role where you can make a difference every day.

### Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or a related field. Master's degree preferred.
- 7+ years of progressive human resources experience, with at least 3 years in a leadership role.
- In-depth knowledge of HR legislation, policies, and best practices.
- Proven experience in driving equity, diversity, inclusion and accessibility (EDIA) initiatives and fostering a healthy, inclusive workplace culture.
- Strong customer service orientation and a commitment to delivering high-quality services.
- Demonstrated ability to achieve concrete results and drive organizational change.
- Exceptional creative thinking and problem-solving skills.
- Excellent interpersonal, communication, and diplomacy skills.
- Ability to handle sensitive and confidential information with discretion and integrity.
- HR certification (e.g. CPHR) is preferred.

When you join the Royal BC Museum, you will be part of an inclusive community working hard to dismantle barriers to employees' well-being, access, potential, and success.

We welcome all candidates who contribute to the diversity of lived experiences, perspectives, and approaches including those who are Indigenous, Black or racialized, people with diverse gender identities or expressions, people with disabilities or those with lived experience with diversity and inclusion, which could be through your own identity and/or personal experiences. In responding to the impacts of colonization on Indigenous people, we encourage applications from those who wish to self-identify.

One of our guiding principles is to operate in a trauma-informed manner and thus, it is your choice whether to volunteer information. We will hold your information and application in strictest confidence, sharing it only with the hiring panel.

## WHY JOIN US

- Be part of a world-renowned institution dedicated to honouring and sharing the history and culture of British Columbia.
- Lead and shape the future of our people function.

- Collaborate with a passionate and dedicated team.
- Opportunities for professional growth.

For more information about the role and job requirements for this position, we invite you to review the job profile in detail. If the position continues to be of interest, we encourage you to apply and contribute your expertise to our dynamic team.

If you have questions in advance of the posting close date, please contact Elizabeth Vickery, VP of Archives and Strategic Operations at [evickery@royalbcmuseum.bc.ca](mailto:evickery@royalbcmuseum.bc.ca).

Join us at the Royal BC Museum. Make a difference in the lives of our people, and the future of our provincial museum and archives.

**Before you apply for this position, you must meet the eligibility requirements. To be eligible to work in Canada, you must be a Canadian citizen or permanent resident of Canada or authorized in writing to work in Canada under the federal Immigration Act. Eligibility to work in Canada is granted through citizenship, permanent resident status, or a work permit.**

**An eligibility list may be established for future temporary and/or permanent vacancies.**

### **How to Apply:**

Your application must clearly demonstrate how you meet the job requirements listed within the job profile.

**Interested candidates are invited to submit their resume and cover letter in pdf format by, December 23, 2024 at 11:59 pm (PST) with the following subject line: Last Name, First Name, RB2024 - 43 via email to: [RBCMapplications@royalbcmuseum.bc.ca](mailto:RBCMapplications@royalbcmuseum.bc.ca)**

### **Additional Information:**

This position requires a Criminal Records Check under the BC Public Service Screening Policy and the Criminal Records Review Act. All applicants must be legally entitled to work in Canada (i.e., have Canadian citizenship or permanent resident status).

The Indigenous Applicant Advisory Service is available to applicants that self-identify as Indigenous (First Nations, status or non-status, Métis, or Inuit) person seeking work or already employed in the BC Public Service. For guidance on applying and/or preparing for an interview, please contact [IndigenousApplicants@gov.bc.ca](mailto:IndigenousApplicants@gov.bc.ca) or call #778-405-3452.

The Royal BC Museum, Archives and IMAX Victoria celebrate culture and history, sharing the stories of British Columbia in ways that enlighten, stimulate and inspire. Through research and learning, we strive to broaden understanding of our province and inspire curiosity and wonder. Located in Victoria on the traditional territory of the ɫəkwəŋən (Lekwungen), known today as the Songhees and Xwsepsum (Esquimalt) Nations, we are proud to welcome 800,000 visitors annually.

We are committed to creating a diverse workplace where everyone is celebrated.

As an inclusive and accessible employer, please advise People and Development of any accommodations required to assist you to ensure equitable participation in this hiring process.

## JOB PROFILE

Position # 47191

**TITLE: DIRECTOR OF PEOPLE, CULTURE AND WORKPLACE STRATEGIES****CLASSIFICATION: BAND 4****SUPERVISOR TITLE: VICE PRESIDENT OF PEOPLE, CULTURE AND RECONCILIATION****SUPERVISOR POSITION #: 53350****DEPARTMENT: PEOPLE, CULTURE AND WORKPLACE STRATEGIES**

### CONTEXT

The land on which the museum and archives now stand is the traditional territory of the Lekwungen peoples, today represented by the [Songhees](#) and Xwsepsum ([Esquimalt](#)) Nations. The Royal BC Museum and Archives is a place of discovery and wonder, dedicated to honouring and sharing the rich cultural and natural history of British Columbia. We are committed to fostering an inclusive and diverse environment where everyone feels valued and respected. We also believe the rich diversity among the communities we serve should be reflected within our workforce and it is important to act and show leadership in advancing the principles of reconciliation in addition to equity, diversity, inclusion and accessibility (EDIA) in our community.

The Royal BC Museum is currently building a new, second, state-of-the-art facility in Colwood, BC. PARC Campus will provide continued excellence in care and conservation of the provincial collections that share the evolution and stories of BC and increase access to the collections for visitors and researchers. Meanwhile, the Museum is continuing to reimagine the downtown site along with adopting business and cultural best practices.

As we continue to grow and evolve, we seek a visionary leader to join our team and champion our people and culture initiatives.

### JOB OVERVIEW

The position provides overall strategic vision and leadership for the museum's human resource management programs, corporate initiatives, internal cultural transformation (EDIA), and workplace planning and analysis. The position provides senior level support to museum executive and business leads in the achievement of museum goals. The position determines museum HR priorities and works in partnership with the PSA to achieve them, supporting effective and efficient and culturally sensitive HR service delivery.

As a member of the leadership team, this role is responsible for championing the Museum's human resources strategy, EDIA framework, and advancing its important initiatives and priorities. The position influences organization wide change and culture; performance management; professional Culture and learning programs; and EDIA initiatives.

### ACCOUNTABILITIES

- Leads the long-term strategic and business planning for Museum's human resources management programs and ensures adherence to guiding legislation, corporate policies, and best practices.

- Directs the development and implementation of branch performance standards and service levels.
- Oversees the development and implementation of strategic HR initiatives that align with corporate and museum HR plans.
- Oversees the development and delivery of the Museum's Workplace/People Plan.
- Provides expert advice to museum executive and leadership teams on current and emerging HR trends and contributes to key decision making on priorities and deliverables.
- Leads and integrates the various functions in museum human resources, including organizational development and design, workforce planning, succession management, HR analytics and forecasting, museum-specific training, employee engagement, cultural transformation, and Equity, Diversity, Inclusion and Accessibility (EDIA).
- Manages the prioritization of BC Public Service Agency service requirements and requests on behalf of the museum.
- Reviews, analyzes, and provides expert advice on how changes to human resource practices and business may affect staff, labour-management relations and HR programs.
- Develops and maintains effective working relationships and strategic alliances with government stakeholders (Merit Commissioner, educational institutions), ministries and the BC Public Service Agency.
- Liaises with senior union representatives on employee/employer matters.
- Supervises staff including assignment of work, development and evaluation of performance plans, approval of leave, response to grievances and initiation of disciplinary processes.

## **JOB REQUIREMENTS**

### **Education and Experience**

- Bachelor's degree in Human Resources, Business Administration, or a related field with 7+ years of progressive human resources experience, and at least 3 years in a leadership role.
  - An equivalent combination of related education and experience may be considered.
- Proven experience in driving equity, diversity, inclusion and accessibility (EDIA) initiatives and fostering a healthy, inclusive workplace culture.
- In-depth knowledge of HR legislation, policies, and best practices.
- Strong customer service orientation and a commitment to delivering high-quality services.
- Demonstrated ability to achieve concrete results and drive organizational change.
- Exceptional creative thinking and problem-solving skills.
- Excellent interpersonal, communication, and diplomacy skills.
- Ability to handle sensitive and confidential information with discretion and integrity.



**Preference may be given to applicants with one or more of the following:**

- Master's degree.
- HR certification (e.g. CPHR) is preferred.

**Equity and Diversity**

- The Royal BC Museum is striving to build a diverse team that has lived experiences. Preference may be given to candidates who are Indigenous, Black or racialized, people with diverse gender identities or expressions, people with disabilities.

**PROVISO:**

Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the organization (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

**BEHAVIOURAL COMPETENCIES**

**Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.

**Indigenous Centred Service Approach** is a desire to serve Indigenous peoples, focusing one's efforts on understanding their interests in order to increase the quality of the service and produce better outcomes. It implies a willingness to support Indigenous peoples in determining their own future. It involves demonstrating a welcoming demeanour, an attitude of helpful curiosity and a willingness to enter into the interaction or relationship without judgment or stereotyping. It means being open-minded and flexible in one's attitudes toward people who are different from oneself and showing respect for the differences. It includes experiencing Indigenous peoples as strong, vital and important to the functioning of British Columbia. Implicit in this is the knowledge that one is responsible for the image and effectiveness of the public service.

**Change Leadership** involves creating a new vision for the organization and taking the required actions to ensure that the members of the organization accept and support the vision. It generally requires the individual be in a relatively senior or high level position, although this is not always the case.



**Problem Solving and Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

**Business Acumen** is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs

**Results Orientation** is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (results orientation); challenging goals one has set; or even improving or surpassing what has already been done (continuous improvement). Thus a unique accomplishment also indicates Results Orientation.

**Relationship Building** is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc.

**Expertise** includes the motivation to expand and use technical knowledge or to distribute work-related knowledge to others.