

Job Title	Human Resources Manager, North America
Location	Vancouver, BC
Reports to	Chief Financial Officer

Job Summary

This role will work alongside our UK People Manager and will be our first dedicated HR resource in North America. As HR Manager, you will support our managers in Vancouver and the US to ensure that Invinity continues to have a world-class, motivated, and productive workforce as it grows and develops.

Responsibilities

Talent Acquisition and New Employee Onboarding

- Working with our UK People Manager, build our employer/employee brand
- Manage the recruitment and selection process
- Facilitate the BC and US onboarding/offboarding process and ensure all paperwork is completed, continuously improving the onboarding/induction experience
- Manage the probation review process providing guidance to managers

Supporting employees in Vancouver, California and Washington State

- Oversee overall employment needs, touch point for employee questions and requirements
- Ensure employment contract terms and conditions remain up-to-date and legally compliant; draft variations to contracts and maintain personnel files and records of all employees and contractors
- Manage the BC and US employee handbooks, including all employee policies incorporating legal and regulatory requirements

Compensation, Payroll Liaison & Benefits Administration

- Conduct competitive market research to design total compensation programs that help to recruit and retain top talent
- Prepare BC and US payroll instructions and liaise with payroll as needed
- Liaise with benefits brokers and insurers and related vendors to ensure the plan designs are executed appropriately
- Oversee and communicate employee benefits; administer employees joining and leaving Group benefits programs and provide renewal data
- Administer time-off and leave programs for BC and US employees
- Maintain personal records and provide appropriate information to Finance as needed

Standardization of people-related processes

- Support the development and implementation of HR projects including implementation of HRIS, performance management, and employee engagement
- Work with the UK People Manager to create process flows, policies, procedures and work instructions for HR-related activities compliant with ISO 90001

Organizational Development

- Work with the senior team, managers and UK People Manager to design our desired future states (including resources and culture)
- Work with managers on people-related employment matters so that their teams are working effectively and collaborating positively across the business
- Identify opportunities for performance improvement through undertaking internal diagnosis, (such as induction reviews, probation reviews, stay-interviews, exit interviews)
- Work with managers helping action Personal Development Plans for their staff; commission and evaluate agreed learning interventions and ensure best use of the development budget
- Support the design and enhancement of effective employee communication processes
- Help organise and facilitate employee events

Requirements

- Ten-plus years of experience as an HR generalist in one or more fast-growing small to mid-size companies
- Post-secondary education in Human Resources. CPHR candidate or designation is an asset.
- Deep understanding of BC and U.S. (California) labour law and regulations (Washington State desirable)
- Knowledge of HRIS systems and an ability to develop and implement processes and procedures
- Experience in talent acquisition, both in-house and using recruiters
- Experience with organizational development including developing policies collaboratively with managers and executive staff
- Knowledge of payroll and benefits with experience using providers in these areas
- Word, Excel, PowerPoint, and Teams or Zoom
- Designing, organising and facilitating training programs
- Knowledge of implementing ISO 9001 would be an asset