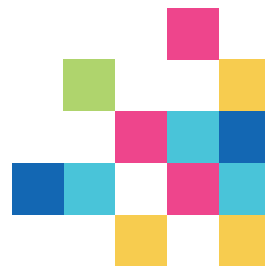


Director, People & Culture

Opportunity Brief



About Halifax Public Libraries

Halifax Public Libraries engages communities and the people who live in them – encouraging participation, facilitating connections, and providing solutions in an ever-changing world. Halifax Public Libraries provides equal and open access to services to all residents of Halifax Regional Municipality. Under the direction of the Halifax Regional Library Board, the Library provides learning, social, and engagement opportunities through a network of 14 branches, 2 community offices, an online presence, community engagement, borrow by mail and home delivery services. Halifax Public Libraries exists to support collective growth in our community.



People Centric, Purpose Driven

People are at the heart of all we do at Halifax Public Libraries. Every individual in our community wants to thrive and contribute. Supporting this collective growth is why we exist. Today's public libraries represent the possible, our possible is intertwined with the wellbeing and success of everyone.

Reflecting Our Community

Just as the individual community member is at the centre of our vision, every member of our Library team brings life to our vision. Whether we are connecting a customer to a key piece of information or welcoming them to a free program – we know that individual growth becomes community growth. Growth means something different for every person we serve. Each interaction at our Library shapes the next, allowing us to become a living reflection of our community.

A Resource for Everyone

We are actively invested in the lives of our community members. Every time we meet someone – in a local branch, at a community event, online, or by special delivery – we create a positive and uplifting experience. The measure of our Library's success is the degree to which our communities can rely on us as a resource to fuel interest, knowledge, and community potential.

A Launch Point for Growth

Halifax Public Libraries exists to support collective growth in our community. We embrace this opportunity and the responsibility that comes with it with pride. As individuals create, innovate and work with us, a lasting ripple effect is set into motion; a more literate society, social cohesion, informed decision making, improved employment prospects, and greater digital literacy. We encounter brilliant moments and demanding challenges every day. Our possible looks different every day.

Districts



The fourteen branches and two community offices of Halifax Public Libraries are spread across Halifax Regional Municipality and service the varied communities of the municipality. Library branches are grouped into four districts that work collectively to serve the needs of their district. Each district is co-managed by a Service Manager and a Programming and Community Manager.

The districts are:

CENTRAL DISTRICT

Halifax Central
Halifax North Memorial

BASIN DISTRICT

Alderney Gate
Dartmouth North
Sackville
Bedford

EASTERN DISTRICT

Woodlawn
Cole Harbour
Musquodoboit Harbour
Sheet Harbour
Preston Township Office
Musquodoboit Valley Office

WESTERN DISTRICT

Keshen Goodman
Captain William Spry
Tantallon
J.D. Shatford Memorial

Position Responsibilities

The Director, People & Culture leads Halifax Public Libraries' efforts in developing and implementing strategies that support employee and organizational excellence, in accordance with the Library's strategic direction, business plan, and the Collective Agreement.

An integral member of the Executive Leadership Team, the Director, People and Culture works closely and collaboratively with all senior leaders in setting strategic goals that fulfill the vision and direction of Halifax Public Libraries. The Director is instrumental in delivering key objectives of HPL's Strategic Plan and serves as an organizational champion, internally and externally, for equity and inclusion as a foundation of the public library. The Director is committed to bringing an equity focus to the work of the portfolio by seeking to understand and break down barriers to access and increase inclusion within the Library workforce.

The Director is responsible for the management of the Human Resources (HR) Services; Learning & Development; and Wellness, Health & Safety divisions of the People & Culture Department. They have overall responsibility for providing outstanding HR services, including workforce planning, recruitment and retention, diversity & inclusion initiatives, performance management, attendance and leave programs, payroll, process improvement and HR policy development; staff learning and development; and employee wellness, health and safety to ensure the Library's continued future as a leading public library system in Canada and an employer of choice.

The Director is expected to establish effective working relationships, collaborative work approaches, and is committed to providing efficient, responsive, and innovative service to our employees and the community.

The Director works closely with the Director, Employee & Labour Relations to ensure effective employee and labour relations and to guide the Department in collective agreement interpretation and application. They collaborate to provide advice to management regarding sensitive employee/employer related matters.

Advice and Counsel

Advises and counsels the Chief Librarian & CEO and Halifax Regional Library Board on issues related to people and culture, and on employee and organizational needs which could impact library service.

Provides internal counsel to departments and branches as they develop solutions to challenges related to organizational culture, team dynamics and employee development; Provides advice and guidance to senior leaders, managers and HR Partners on sensitive and complex human resources issues including employee job performance, leave management, collective agreement interpretation.

Strategic Planning & Policy Development

Oversees the shaping of organization-wide decisions related to people practices and HR priorities through data, analysis, and recommendations which align with the Library's values and strategic plan, in consultation with leaders and employees.

Leads the development of progressive frameworks to guide the work of the People & Culture team.

Incorporates the Library's Accessibility Framework into People & Culture initiatives.

Develops initiatives and policies that attract, retain and develop staff in accordance with industry best practices, and demonstrates a commitment to providing efficient, responsive and innovative services.

Service Delivery

Develops strategies to support the recruitment of diverse candidates to support the Library's commitment to building a skilled and diverse workforce reflective of the community.

In consultation with senior leaders, is responsible for designing, implementing and evaluating organizational people-centered models that position the library for ongoing success and to achieve its strategic vision.

Works closely with senior leaders to develop staffing strategies and a succession management framework for strategic library positions, including the organization's leaders, professional staff and key specialist positions.

Change Management

Leads transformative initiatives that support the Library's strategic and business plans.

Leads complex change management initiatives; supports and advises the Executive Leadership Team and the Service Excellence Team on organizational change management; provides advice and support to the wider organization.

Inclusion

Engages with and elevates a broad range of partners through an equity lens. Fosters and maintains positive relations through active leadership and participation in community organizations. Assesses regional and community needs and advises internal and external stakeholders on strategic issues.

Human Resource Services

The Director leads a team of HR professionals, consisting of HR Partners, HR Assistants, and an HR Analyst. They facilitate an environment of collaboration and cooperation to achieve results and where team members have meaningful opportunities to contribute.

The department is responsible for a number of complex functions in HR services including:

- payroll services
- recruitment, selection and retention
- onboarding/off boarding
- performance management
- attendance and leave management
- HR records
- HR related data and analytics
- HRIS (SAP SuccessFactors)

Learning & Development

The Director is responsible for the oversight and advancement of the Library's learning and development strategy and ensuring staff development priorities meet the service objectives of the Library. The Director

supervises the Learning & Development Manager who develops, implements, and evaluates training and learning initiatives, including both position specific training programs and initiatives that support the development of individual staff members to assist with performance objectives.

Wellness, Health & Safety

The Director is responsible for the oversight and advancement of the wellness, health and safety strategy, providing opportunities for employees to enhance their personal well-being and improve the overall health and safety of the workplace. The Director supervises the Wellness, Health & Safety Manager, who oversees the Library's Occupational Health & Safety initiatives; supports, alongside the HR Partners, medical accommodations, stay at work/return to work planning and crisis intervention through EFAP; and the development of a wellness strategy.

Supports and shows leadership by working to health and safety standards, following health and safety policies and procedures and encouraging colleagues to work to the same standards by reporting incidents, hazardous conditions and improvement possibilities.

Legislative & Regulatory Compliance

Stays current and knowledgeable of applicable employment, safety and privacy legislation, regulations and case law.

Institutes departmental procedures and guidelines for human resources administration that supports the Library's strategic plan and adheres to legislative requirements and standards, ensuring alignment with department needs.

Ensures security and integrity of all personnel records, documents and file systems in the department.

Engagement

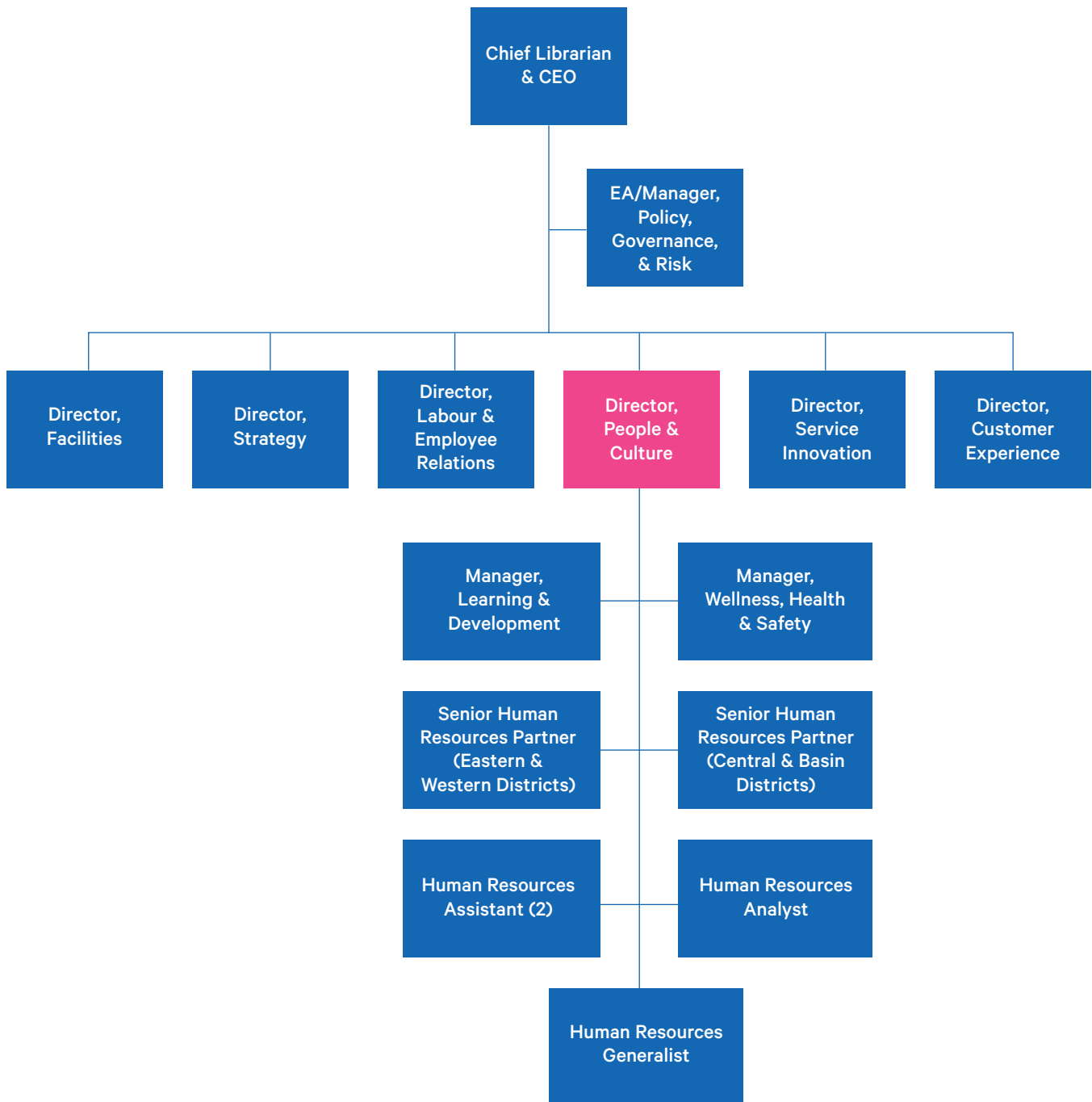
Participates in internal/external Library committees and taskforces, as appropriate.

Creates effective relationships with HRM and external partners and agencies for collaboration and knowledge exchange.

Is active in various professional associations and attends professional conferences/activities as appropriate.

Attends Library Board meetings.

Organizational Structure



Education & Experience

The position is suitable for those who have the following required credentials or equivalent:

- a university degree in human resources, business/commerce, industrial relations or a related discipline
- a minimum of 8 years of progressively responsible experience in a unionized environment including experience in managing a team of professional staff; and
- a Chartered Professional in Human Resources (CPHR) designation or relevant professional designation is required.

Candidate Profile

You embrace change and push for it at the right opportunity. You combine common sense with business sensibility, foresight and experience.

You are a champion of diversity, inclusion and wellness in the workplace, and deeply understand the importance of a positive working environment.

You have demonstrated experience with the implementation of best practices and emerging trends in human resources to ensure policies programs and procedures are current and effective. You have experience leading human resources in a unionized environment.

You are politically astute, creative, and can quickly team up with senior colleagues within Halifax Public Libraries and HRM to lead strategically. Confident and self-assured in your approach to work, you also accept and value the opinions and ideas of others. You are truly a team player and adapt quickly.

Innovative and creative, you view tactical problems or initiatives from a broad perspective and emphasize solutions that support strategic objectives. You inspire others to generate new ideas/solutions that can be successfully implemented, and you challenge and

push the organization to constantly improve and grow. You identify long-term, future goals for Halifax Public Libraries and our community and you champion your ideas to successful implementation. You have experience leading HR change with a system-wide perspective; capacity to analyze services, evaluate trends and identifying opportunities for continuous improvement.

You are an inclusive leader who isn't afraid to challenge organizational attitudes and practices. You understand that personal and organizational biases narrow your field of vision and you work to identify your own biases and learn ways to prevent them from influencing your decisions. You acknowledge the limitations of your personal experience and seek contributions from others to overcome them.

With an excellent understanding of public institutions broadly, and the public library's role more specifically, you effectively apply your knowledge to the societal issues facing the organization. You challenge yourself and the organization to set high expectations for our work and exert the personal effort and hard work to achieve results.

You have valuable knowledge and experience that you share in a coaching role. You demonstrate a sincere interest in the development and success of others, both within your team and across Halifax Public Libraries. You regularly provide staff and fellow leaders with helpful guidance and advice. You care deeply about the wellbeing of library staff.

You have had experience developing and monitoring budgets and have managed teams in a unionized environment.

Assets include previous experience in a library or public sector environment; leading Human Resources, wellness, health and safety, and learning and development initiatives; an understanding and experience in Board governance.

Core & Leadership Competencies

Core competencies: Serving with care, respect diversity, welcome and value inclusion, learning and growth mindset, communication and resilience.

Leadership competencies: Strategic thinking, resource management, leading and developing others, and accountability.



Salary and Hours of Work

This is a full time position based in Dartmouth, NS. The salary range is \$114,365 - 133,791.

A Flex-Benefit plan including medical, dental, LTD, and vision, defined benefit pension plan, generous sick leave and vacation, professional development opportunities, purchased leave, Employee and Family Assistance Program, discounted wellness programs are part of the total compensation package.

Full time hours of work may include some evenings and weekends. Travel to and between branches and communities is required.

The Halifax Public Libraries Board is an equal opportunity employer, supporting and in compliance with the principles established by the Nova Scotia Human Rights Act, the Canadian Charter of Rights and Freedoms, and other relevant legislation. Recruitment and selection of employees is conducted in accordance with these principles.

The Halifax Public Libraries Board is committed to providing a work environment which encourages mutual respect, recognizes diversity and preserves personal dignity.