

# M&P OCCUPATIONAL GUIDELINE

## **JOB FAMILY: HUMAN RESOURCES Level D, Pay Grade 11**

<b>LEVEL DEFINITION</b>	This level covers mid level management positions that are responsible for leading a small team of human resource professionals within a specialized functional area that has university wide impact; or at an employee relations advisory level to have responsibilities in developing labour relations strategies and policies affecting staff and faculty and binding the University; or for senior human resource generalists engaged in the application of all or most human resource programs in a (medium) faculty/business unit within the University where the position has overall responsibility for unit human resource programs.
<b>TYPICAL RESPONSIBILITIES</b>	May include: managing and maintaining a specialized program or initiative to ensure it meets the strategic and fiscal objectives; developing strategies and providing direction; identifying issues, researching past practices, assessing impacts, and making recommendations on feasibility of actions; managing funds. For senior human resource generalist, working with the HR Department to adapt (as necessary) HR policies to appropriately meet the strategic needs of the department. Departmental positions required an understanding of all UBC human resources policies and how to implement these policies in an efficient and effective manner.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Exercises considerable judgment in carrying out assignments.  Accountable for the effective execution of all matters and the effectiveness of the service provided by the sub function area.  Decisions and recommendations may have legal, financial, and operational implications.
<b>SUPERVISION RECEIVED</b>	Works under direction within broad objectives.
<b>SUPERVISION EXERCISED</b>	May manage senior and junior level human resource professionals.
<b>MINIMUM QUALIFICATIONS</b>	University degree in a relevant discipline. Minimum of seven to eight years of related experience including at least three years of experience in area of specialization, or the equivalent combination of education and experience.