

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: HUMAN RESOURCES Level D2, Pay Grade 13

LEVEL DEFINITION	This level covers mid level management positions that are responsible for leading a medium to large sized team of human resource professionals within the context of providing university wide service; and for senior human resource generalists in a leadership role in a medium to large department/unit where the position has overall responsibility for unit human resource programs.
TYPICAL RESPONSIBILITIES	May include: Within the HR Department, provides leadership and strategic direction to HR practitioners to ensure effective delivery of HR policies and practices to departments. Coach/mentor and facilitate personal and professional development related to the goals of the section For senior human resource specialists, working with the HR Department, negotiates and adapts (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. Provides strategic HR leadership to the assigned department by making linkages between the operational requirements of the department and the university wide strategies.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	<p>Decisions and recommendations may have legal, financial, and operational implications.</p> <p>Accountable for accurately assessing client needs and exercising appropriate judgment and foresight.</p> <p>Decision making influences team dynamics and effective delivery of services.</p> <p>Balances department/unit objectives within the context of university wide human resource strategies.</p>
SUPERVISION RECEIVED	Works under administrative direction within broad objectives.
SUPERVISION EXERCISED	Manages medium to large team of senior and junior level human resource professionals. Functional supervision over HR coordinators in departments outside of HR.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of eight to nine years of related experience including at least three years of demonstrated management leadership experience, or the equivalent combination of education and experience.