

**Posting #25-073EM**

## **Manager, Employee Wellbeing and Benefits Shared Services Regular, Full-time**

### **Purpose**

Reporting to the Director, Office of Shared Services, and receiving technical support and guidance from the Director of Human Resources, the Manager, Employee Wellbeing and Benefits provides overall leadership on the development, implementation, promotion, and improvement of staff and faculty services that focus on health and wellbeing, workplace accessibility, medical leave management, and related processes and policies. The incumbent provides operational guidance and oversight to the Employee Wellbeing Advisor, and the HR Coordinator, Benefits portfolios, while ensuring provision of continuous improvement and exceptional service delivery as part of a larger service focus.

The Manager supports the University's success by developing and promoting institutional strategies to shape and shift the culture and align all levels of the organization to support its strategic initiatives.

### **Responsibilities**

Duties include but are not limited to:

- Managing a team of professional staff including establishing priorities and objectives, coaching and managing performance, assisting with problem solving, and providing training and development opportunities;
- Providing consultation on complex employee health situations through a collaborative process of assessment, planning, facilitating, coordinating, and advocating for options or services to support employees' health needs;
- Developing partnerships with leaders of units/departments, HR Partners, and the Manager of Health and Safety to support unit leaders in effective people practices, including assisting them in overcoming barriers, communicating approaches to difficult issues and strategies for resolving issues related to health and benefit matters;
- Working with health care providers, insurance providers, and the Manager of Safety and Security to facilitate successful work return outcomes which include navigating rehabilitation plans and return to work arrangements with unit leaders; including workplace accommodations, workload assignments, and modified duties;
- Collaborating with Shared Services colleagues as well as HR, ITS, Finance, and other areas of the institution to align service delivery with institutional needs and best practices, and to develop training plans to achieve cross collaboration and excellence in service;
- Collaborating with the Director of Student Success, the Manager of Student Health and Wellness, and various community groups on health promotion activities and the review and/or implementation of national standards or Charters;
- Overseeing administration and communication of the University's pension plan and benefit systems with various benefit carriers, internal websites, and systems;
- Overseeing the processing of benefit rate information, implementation of plan design changes, and providing advice to HR and Payroll on benefit related matters impacting employee pay to ensure the University has accurate information;

- Preparing confidential benefit and statistical reports, policy renewals, insurance carrier reporting, for collective bargaining purposes or other internal purposes to meet reporting requirements and provide information for evidence-based decision making;
- Reviewing, researching, recommending, and implementing changes to HR policies and procedures, standards and protocols, and offerings related to health and benefits administration with a keen eye for continuous process improvement and innovation;
- Developing, planning, and delivering ongoing education and communication strategies with respect to health promotion, medical leave management, return to work, and workplace accommodations for faculty, staff, researchers, and unions;
- Establishing a high standard of service and confidentiality;
- Ensuring integration of services that promote the highest level of physical and mental health for faculty and staff;
- Supporting, adhering to, and integrating efforts, programs, and best practices with respect to equity, diversity, and inclusion; and
- Actively participating in education seminars, training programs, etc.

## Qualifications

The successful candidate will possess an undergraduate degree in Human Resources Management, or a related field such as Disability Management, Social Work, Nursing, or Occupational Therapy. A Master's Degree in a related field would be considered an asset. This position requires candidates to possess a minimum of five years' successful leadership in a post-secondary environment and a minimum of three years working within a health and wellbeing setting, ideally with experience in Human Resources supporting employees, duty to accommodate, and coordinating health promotion activities. This person should also have experience leading this type of work from a continuous improvement and user-experience perspective.

Certified Disability Management Professional (CDMP), Certified Employee Benefits Specialist (CEBS) and/or Certified Professional in Human Resources (CPHR) are considered assets. Additional training in health and wellbeing is desired (e.g. Mental Health First Aid, ASIST, return-to-work principles, disability management, accessibility, VTRA, substance use)

Must have knowledge of statutory and insured benefits plans, including provincial pension plans, medical and life insurance plans, as well as WorkSafe BC laws and regulations.

An equivalent combination of education and experience may be considered.

The successful candidate must be willing to provide a clear vulnerable sector criminal record check.

## Knowledge, Skills, and Abilities

The candidate must possess the following:

- Demonstrated aptitude for leadership and success motivating, engaging, and supporting individuals and team members to achieve positive organizational outcomes, including from a continuous improvement / user-experience standpoint;
- Exceptional oral and written communication and interpersonal skills;
- Demonstrated knowledge and understanding of the implications of mental wellbeing and associated stigmas as they relate to employee performance and psychological safety;
- Demonstrated ability to think strategically, weigh risks, and apply sound judgment to decision making and problem solving, particularly in cases involving institutional risk;

- Sound knowledge of employment related legislation including Employment Standards Act of BC, Public Health Act, Human Rights, FIPPA, and Occupational Health & Safety is required;
- Experience giving effective presentations;
- Experience supporting equity, diversity, and inclusion, including direct work with diverse employee groups;
- Must be willing and able to lead change in a multi-unionized environment;
- Must be highly motivated, resilient, innovative, and collaborative;
- Ability to balance day-to-day operations, and assisting in crisis management situations when needed; and
- Intercampus travel may be required; possession of a valid Class 5 driver's license is preferred.

## Salary

The starting salary will be determined with consideration of the successful candidate's relevant education, skills, and experience. The annual salary range for this position is \$90,000 to \$105,000.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details please see <http://www.unbc.ca/human-resources/employee-benefits>.

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday, however some flexibility is required in this position when responding to emergency situations.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakeh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional



lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [wellbeing@unbc.ca](mailto:wellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-073EM in the subject line to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Priority will be given to applicants received by August 29, 2025. Applications will be accepted until the position is filled.**

