

Position: Director, Employer Relations & Talent Development
Reports To: Vice President, Student Recruitment and Employer Relations
Contract Type: Indefinite, Full Time

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a detail oriented, collaborative and results-driven individual for the position of Director, Employer Relations & Talent Development. We are proud and honoured to have been recognized as one of BC's Top Employers for a fifth consecutive year in 2024. Come join a collaborative network of like-minded professionals and take the first step towards an exciting opportunity by applying to the position.

Job Summary

Under the direction of the VP, Student Recruitment and Employer Relations, the Director, Employer Relations & Talent Development (ERTD) leads the advancement and operationalization of the suite of employer and talent development support programs. The Director represents CPABC to BC's business community and develops relationships with internal and external stakeholders on behalf of the organization to further the demand for CPAs in the market, educate employers on how to support CPA talent, and provide new employment opportunities for CPA members, candidates and students. Simultaneously, this role also heads the organization's talent development activities with the mandate to ensure that CPA candidates are aware of resources available to support their pathway to the designation, and that experienced CPAs have access to resources that support them in their career progression. The Director will be responsible for providing leadership to a team of talent development and employer engagement officers and support staff.

Key Responsibilities:

Relationship Building and Influence

- Leads the identification and strategic engagement of BC's employers that can provide high quality workplaces for CPAs and CPA candidates;
- Represents CPABC to the BC employer business community, leading the development of employer engagement and CPA talent development strategies that will assist BC employers in accessing, attracting, and retaining CPA talent, to meet current and future business needs;
- Leads CPABC relationship building strategy with BC's top accounting/finance employers and talent acquisition professionals, collaborating as necessary with colleagues in other CPA regions to develop a cohesive engagement approach;
- Oversees collaborations with the CPAWSB (CPA Western School of Business) and Practical Experience Assessment teams on talent development initiatives;
- May lead CPABC working groups and committees focused on employer engagement or communications, including Indigenous community engagement events;

Strategy and Implementation

- Provides CPABC senior management team with insights and research on labour market trends, employer best practices, talent acquisition and retention needs and trends;
- Supervises the development of talent support services and resources, ensuring that supports provided evolve to meet market needs;
- Oversees the development of promotion and communications plans, marketing collateral and web content for employer and talent resources;
- Oversees the management of the CPABC Career Site (job board), including forecasting revenue and initiating and overseeing the implementation of new software functionality to maintain a satisfactory user experience;
- Leads the development of ERTD flagship events and employer branding opportunities that connect designated and aspiring CPAs with career development and advancement opportunities, while ensuring that team resources are used efficiently and effectively;

Policy and Process Improvement

- Identifies and explores significant improvements to department methods and/or processes based on stakeholder satisfaction feedback, technological opportunities, CPABC's strategic objectives, or new/changes to CPABC policies;

Planning and Reporting

- Develops, tracks, and maintains the ERTD department annual business plans and budgets, forecasts and expenses, in consultation with the VP, Student Recruitment and Employer Relations, on a monthly and quarterly basis;
- Ensures ERTD programs are aligned with the operational and strategic goals for CPABC;

People Management

- Leads, directs and oversees the activities of ERTD team members, who exercise independence in their portfolio assignments;
- Proactively identifies high-performing team members, provides performance evaluations and guidance to direct team of people and project managers;
- Monitors ERTD staff performance goals and deliverables to ensure alignment with department, divisional, and organizational goals and key performance metrics throughout the year.

Key Requirements:

- Post-Secondary degree in Business Administration, Communications, Human Resources, or Marketing or equivalent experience;
- Minimum of five (5) years of experience in business development, stakeholder engagement, talent acquisition, career advising or marketing;
- Demonstrated ability to create and implement high quality relationship-building strategies and programs;
- Exceptional interpersonal skills to collaborate effectively, build credibility and strong relationships with a broad range of stakeholders at all levels in the organization;
- Demonstrated ability and desire to build network within BC's business community and evaluate labour market trends;
- Solid understanding of brand reputation policies, practices and principles, and experience working cross-functionally with Communications, Marketing and IT teams;
- Prior experience managing departmental budgets, forecasting revenue and developing cost-benefit analysis;
- Excellent project management skills and ability to juggle multiple projects/deadlines;
- Highly organized, attention to detail, and great problem solving and decision-making skills;
- Comfortable in front of senior leadership, as well as internal and external stakeholders;
- Ability to attend/host some evening and occasional weekend events, with travel within BC approximately 30% of the time;
- Minimum 3 years experience managing direct reports in a business environment.

Preferred Experience:

- Prior experience working for a not-for-profit, association, public service, or for a regulatory body is preferred;
- Strong computer proficiency (MS Office applications) required; working experience with CRM solutions and/or B2C web applications is preferred;
- Prior experience working with Indigenous communities and individuals would be an asset;
- Familiarity with CASL (Canadian Anti-Spam legislation) and FOIPPA would be asset;
- CPA designation is beneficial, but not required.

The starting salary range for this position is \$126,640 – 150,385 per annum, based on candidates' qualifications, experience, and internal parity. Exceptions may be considered with further review.



If this job outline describes you, please email your **résumé** and **cover letter** to HRCPABC@bccpa.ca. This posting will remain open until filled.

We thank all candidates who respond; however, only those selected for an interview will be contacted.

Why join our team? CPABC offers an entrepreneurial environment with a competitive compensation package. At CPABC we live our core values:

- *We Are Open*
- *We Work Together*
- *We Communicate*
- *We Improve Every Day*
- *We Are Professional*
- *We Laugh and Celebrate*

About CPABC

The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 40,000 CPA members and 6,000 CPA students and candidates. CPABC carries out its primary mission to protect the public by enforcing the highest professional and ethical standards and contributing to the advancement of public policy. CPAs are recognized internationally for bringing superior financial expertise, strategic thinking, business insight, and leadership to organizations. CPABC is proud to have been presented with a fifth consecutive BC Top Employer award in 2024.