

Manager of Human Resources

Ucluelet – Paradise By the Sea

Ucluelet is a vibrant designated Resort Municipality (one of 14 resort municipalities in BC) of approximately 2,500 residents, located on the west coast of Vancouver Island and surrounded by some of the most pristine and rugged shorelines in Canada. With sweeping ocean and mountain views at nearly every turn, the peninsula offers an unmatched natural setting enriched by deep Indigenous history, a thriving tourism economy, and a strong network of local businesses.



This remarkable destination welcomes up to one million visitors each year, drawn by its world class experiences, from the Wild Pacific Trail and Pacific Rim surf breaks to the Broken Group Islands and ancient rainforest landscapes.

Whether you are exploring the coastline, kayaking, hiking, fishing, or enjoying the local culinary scene, Ucluelet offers an exceptional quality of life where work and lifestyle naturally align!

The Opportunity

Position Summary

Reporting to and under the direction of the Chief Administrative Officer (CAO), the Manager of Human Resources is responsible for the administration and delivery of the District of Ucluelet's human resources function. The Manager provides professional advice and support to the CAO, Directors, Managers, and Supervisors and implements human resources policies, programs, and practices that support the District's operational priorities and a respectful, safe, and effective workplace. The Manager also fosters and maintains a positive and collaborative working relationship with the District's union and its representatives.

The Manager provides both advisory and hands-on support in labour and employee relations, collective bargaining, recruitment and retention, compensation, performance management, disability and attendance management, training and development, workforce planning, occupational health and safety, benefits administration, workplace investigations, and human resources policy development.

Please refer to the attached job description for more details.

What We Offer

- A salary range of \$95,000 - \$105,000, commensurate with skills, experience, and qualifications, and in line with internal equity.
- Generous annual vacation leave, increasing with years of service.
- A comprehensive, employer paid, benefits package.
- Employee and Family Assistance Program (EFAP).
- A pension with the Municipal Pension Plan.
- A flexible working schedule; flex days, flex week & time in lieu.
- Reimbursement of relocation expenses.
- Employer paid professional development opportunities & association memberships.

Next Steps

We invite qualified candidates to submit their resume and cover letter in 1 PDF document to:

careers@ucluelet.ca.

Applications will be accepted until October 22, 2026.

To learn more about the District of Ucluelet, what it is like working with the District, or for general information, please visit: [Ucluelet.ca/Careers](https://www.ucluelet.ca/Careers).