



Job Title:	People, Culture & Safety Manager	Location:	Onsite
Department:	Human Resources & Administration	Employment:	Full-Time
Reports To:	Chief of Staff		

About IGV Housing

Making Homes Easier to Build and Possible to Own

Housing is one of the defining challenges of our time. Communities need more homes. Governments need better delivery models. Families need a new process to get into home ownership.

The reason those needs aren't being met isn't a lack of effort — it's a lack of connection. Construction, capital and ownership have always been treated as separate problems, solved by separate players. Nobody was looking at the whole system.

IGV was built to change that. We connect modern methods of construction, smarter capital and a new process to home ownership into one integrated platform — so each part strengthens the others instead of working in isolation.

The result is housing that's faster to build, more certain to fund, and genuinely possible to own. That's what we mean when we say we're not improving one part of housing. We're redesigning the whole system.

Role Overview

The People, Culture & Safety Manager is responsible for the day-to-day leadership of People & Culture across the IGV group of companies.

This is a hands-on operational role responsible for recruitment, onboarding, employee relations, performance management, health and safety, compliance, training and HR administration. You will ensure our people systems support a growing industrial operation while helping create a workplace where great people choose to stay and do their best work.

In addition to leading the People & Culture function, this role is responsible for managing the Office Administration team and ensuring the smooth day-to-day operation of the corporate office. This includes overseeing reception, administration services, facilities coordination and business support functions while fostering a professional, responsive and service-oriented environment across the organisation.

Reporting to the Chief of Staff, you will work closely with leaders across manufacturing, operations and corporate services to build consistent people practices that support performance, accountability and continuous improvement.

This is a role for someone who enjoys solving problems, improving processes and taking ownership. You won't be developing corporate HR strategy—you'll be implementing best practice, identifying opportunities for improvement and ensuring our people experience continues to evolve as the business grows.



Key Accountabilities

1. Recruitment & Workforce Planning

- Lead end-to-end recruitment across manufacturing, operations and corporate roles.
- Build talent pipelines for skilled trades, production and leadership positions.
- Deliver an outstanding candidate experience.
- Support workforce planning as production expands.

2. Employee Experience & Culture

- Lead onboarding and probation processes.
- Support leaders with performance management and employee relations.
- Champion initiatives that strengthen engagement, accountability and retention.
- Continue developing a high-performance culture aligned with IGV's values.

3. Health, Safety & Compliance

- Support and coordinate occupational health and safety programs across manufacturing operations.
- Ensure compliance with WorkSafeBC legislation and company policies.
- Coordinate incident reporting, investigations and corrective actions.
- Maintain safety documentation, training records and compliance systems.
- Promote a proactive safety culture throughout the organisation.

4. HR Operations

- Maintain HR systems, employee records and documentation.
- Administer employment contracts, policy updates and HR processes.
- Coordinate performance review cycles.
- Support payroll administration and employee benefits.
- Ensure legislative compliance across all employment practices.

5. Office Administration & Business Support

- Lead and develop the Office Administration team, including Reception, Office Administration and other administrative support roles.
- Ensure the front-of-house experience reflects IGV's professionalism, culture and customer service standards.
- Oversee office operations and administrative systems to support a productive workplace.
- Establish administrative processes, procedures and service standards across the business.
- Prioritise and allocate administrative resources to support manufacturing, operations and corporate teams.
- Drive continuous improvement across office administration by identifying opportunities to simplify processes, improve service delivery and increase operational efficiency.

6. Learning & Development

- Coordinate training programs across production and corporate teams.
- Support leadership development initiatives.
- Maintain competency and compliance training records.



- Identify opportunities to improve capability across the organisation.

7. Continuous Improvement

- Improve HR systems, workflows and documentation.
- Identify opportunities to simplify processes and improve employee experience.
- Develop practical solutions that support a growing business.
- Contribute to building best-in-class People & Culture practices.

Leadership Expectations

- Leads through action and accountability.
- Takes ownership and solves problems proactively.
- Builds trust through consistency and fairness.
- Comfortable working in a fast-paced, evolving business.
- Continuously looks for better ways of working.
- Balances empathy with commercial decision-making.
- Supports leaders while maintaining appropriate objectivity.

Qualifications & Experience

Mandatory

- 5+ years' experience in a Human Resources Generalist or HR Manager role.
- Experience supporting industrial, manufacturing, construction or other operational environments.
- Strong understanding of BC Employment Standards, Human Rights legislation and WorkSafeBC requirements.
- Experience managing employee relations and performance management.
- Demonstrated experience coordinating workplace health and safety programs.
- Experience recruiting across blue-collar and professional roles.
- Excellent organisational and communication skills.

Preferred

- CPHR designation (or working towards).
- Joint Health & Safety Committee experience.
- Experience implementing HRIS or HR technology.
- Experience supporting periods of rapid organisational growth.
- First Aid certification considered an asset.

Compensation

- Salary: \$90,000 per annum
 - Vacation: 4 weeks
 - Benefits: Health Spending Account
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