Capstone Mining Corp.

Capstone Mining Corp. is a Canadian mining company with three producing copper mines, Pinto Valley in the US, Cozamin in Mexico and Minto in Canada. In addition, Capstone has two development projects, Santo Domingo in Chile and Kutcho in Canada, as well as exploration properties in Chile and Mexico.

As a Capstone Mining Corp. employee you will become part of a supportive, performance-driven and dynamic environment. You will be given the opportunity to expand your knowledge and skill set working alongside dedicated employees from a variety of backgrounds and cultures. We place the highest priority on employee safety, protecting the environment and enhancing the development of the communities where we operate.

By joining the Capstone team, you will be become part of an inclusive and loyal team where you will be supported in your career growth through training, diverse opportunities and professional development.

Job Title:

Corporate Human Resources Manager

Position Summary:

Reporting to the VP Human Resources, the Corporate Human Resources Manager is responsible for providing a full range of HR related services to Capstone's Vancouver office. This position assists in the development, implementation and administration of industry leading human resources policies and practices and ensures that all HR activities support the Company's HR & business strategic objectives.

The Corporate Human Resources Manager oversees and manages the HR programs and practices in the Vancouver office, including compensation and benefits, onboarding, performance management, recruitment and selection as well as advising employees and managers on HR related matters.

Position Responsibilities (including but not limited to):

Lead the development and delivery of HR programs and services

- Guide leaders and employees through the implementation of HR strategies, policies, programs and initiatives;
- Advise managers and employees on HR programs, service changes, employment legislation, and day to-day HR matters ensuring advice and practices are consistent with company standards;
- Provide input to the design of HR programs and initiatives and ensure they are successfully implemented and understood;
- Collaborate with HR members across the organization to foster a global HR service model and effective decentralized HR practices;
- Provide employee relations services to employees requiring information about performance management, career planning, conflict resolution and other matters;
- Partner with departments in the recruitment and selection process of employees at the Corporate office;
- Contribute to the employee communication strategy to increase engagement and retention;
- Lead the onboarding process for new employees;
- Forecast HR related expenditures and manage the budget and ongoing allocation of resources;
- Implement and administer the HRIS programs;
- Ensure all HR policies are communicated, transparent, up to date with current legislation and competitive with industry practice;
- Liaise and manage external partners in the development, implementation and sustainment of HR programs;
- Collaborate with the VP, HR and Capstone Global HR team in aligning HR industry best practices and continuous improvement initiatives.

Manage and administer the Corporate Compensation & Benefit programs

- Manage the end to end Compensation/Performance Management process for employees (annual salary surveys; compensation administration; market analysis; year-end review process; annual STI/LTI process; key communications; salary recommendations and calibration process with leaders; preparing Total Reward Statements and employee letters);
- Implement the performance management process and ensure managers and employees comprehend and participate at expected levels (including objective setting);
- Administer the benefit programs and related employee communications at the Corporate level and globally when required (equity programs, RRSP, ESSP, health & insurance programs);

- Collaborate with our external benefit providers in coordinating annual education sessions at Corporate and site as required (health benefits, RRSP, ESPP);
- Provide assistance to the VP, HR on executive compensation matters as required;
- Stay abreast of compensation trends and changes within the market and support global site HR as required;
- Collaborate with the VP, HR & Capstone Global HR team, providing input and implementing changes to existing global compensation and benefit programs, aligning to site HR as required;
- Manage the internal/external employee transfer guidelines;
- Provide advice and interpretation to employees as needed regarding Capstone's compensation & benefit programs;
- Work with compensation and benefit providers, advisors and consultants to ensure timely and accurate service;
- Develop the Employee Engagement strategy in collaboration with members of the Employee Engagement Committee, HR and Communications teams;
- Collaborate and partner in the development of wellness initiatives to raise awareness and improve health and work life balance of Capstone employees;
- Participate as a member of the Capstone Vancouver Employee Engagement Committee;
- Actively solicit employee feedback and recommend strategies to increase employee engagement.

The Ideal Candidate:

Knowledge

- Minimum of 7-10 years' experience in Human Resources
- Experience in mining or other resource industries is an asset
- University degree in Commerce, Business Administration or related field

Key Competencies / Skills

- Comprehensive knowledge of the human resource discipline, trends and best practices
- Strong critical thinking, flexibility and adaptability
- Strong team player and demonstrated ability to establish trust, respect and confidence
- Represent Capstone, the HR team and the overall employee experience brand in a professional manner with internal and external stakeholders
- Anticipate outcomes and challenges and take initiative to mitigate risks and develop sustainable solutions
- Proven organizational, planning and coordination skills
- Passion for the development of sustainable HR services and programs, including the ability to coach business leaders to take ownership of programs to support ongoing talent management
- Demonstrated ability to understand the business and frame HR issues within a business context
- Excellent interpersonal, written and oral communication skills
- In depth knowledge of employment law, privacy and governance, compensation and benefit administration
- Ability to deal with complex issues and provide effective solutions
- Exceptional change management skills, including the ability to deal with ambiguity and change while continuing to achieve objectives

To apply, send your cover letter and resume by email to hr@capstonemining.com. Please include **Corporate Human Resources Manager – Vancouver** in the subject line of your e-mail response.