

## **Job Description**

**Title:** Human Resource Director  
**Job status:** Full-time 2-year contract, with possibility of renewal  
**Reports to:** Executive Director

## **Job Description**

The Human Resource Director is the sole HR professional who is a key member of the management team and is representative for employee-related issues. This position is tasked with fostering workplace engagement and commitment to realizing IRSA's mission and objectives. Promoting corporate values and shaping a positive culture is a vital aspect of the HR Director role. HR Director duties include workforce planning, job design, recruitment, employee relations, performance management, training and development, and talent management.

### **Human Resource Director Responsibilities**

- Developing and implementing human resource strategies and initiatives aligned with the overall organization strategy.
- Managing the recruitment and selection process.
- Developing and establishing education and training programs.
- Bridging management and employee relations by addressing concerns, complaints, or other issues.

### **Recruitment and Retention**

- Create a recruitment and onboarding process that seeks to identify, recruit, and retain exceptional candidates aligned with the organization's mission and principles.
- Reinforce a focus on equity, diversity, and inclusion.
- Guide and support hiring managers in the recruitment process.

### **Employee Relations**

- Formulates and recommends human resources policies.
- Act as the main point of contact on HR issues across the organization.
- Partners with management to communicate human resources policies, procedures, programs, and employment legislation.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship, and promotes a high level of employee morale and engagement.
- Conducts reviews or investigations when employee complaints or concerns are brought forward.

- Monitors and advises managers and supervisors in the organization's progressive discipline process.
- Assists managers with monitoring the implementation of a performance improvement process with employees.
- Provides guidance and recommendations for the Executive Director on decisions up to and including employment terminations.
- Leads the implementation of health and safety programs and activities and monitors the tracking of OSHA-required data.mk

### **Organizational Development**

- Designs, directs, and manages organizational development that addresses succession planning, workforce development, key employee retention, organization design, and change management.
- Leads a process of organizational development that plans, communicates, and integrates the results of strategic planning throughout the organization.
- Manages employee communication and feedback through formats such as organizational meetings, suggestion programs, satisfaction surveys, newsletters, one-on-one meetings, and intranet use as applicable.
- Directs a process of organizational planning that evaluates organizational structure, job design, and staff forecasting throughout the organization, evaluating and changing plans as needed.
- Identifies and monitors the organization's culture to support its goals and employee satisfaction.
- Manages committees including the wellness, training, environmental health and safety, and staff appreciation activities.
- Keeps the Executive Director and the executive team informed of challenges to achieving organizational goals and those addressed at the line management level.

### **Employment**

- Establishes and leads standard hiring practices and procedures necessary to recruit and maintain a strong workforce.
- Leads interview process for management- and executive-level candidates and serves on interview panels.
- Chairs employee selection committees and human resources meetings.

### **Employee Relations**

- Formulates and recommends human resources policies.
- Act as the main point of contact on HR issues across the organization.
- Provide coaching and advice to managers and employees regarding day-to-day interactions and interpretations of HR-related policies, processes, and practice
- Partners with management to communicate human resources policies, procedures, programs, and employment legislation.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship, and promotes a high level of employee morale and engagement.

- Conducts reviews or investigations when employee complaints or concerns are brought forward.
- Monitors and advises managers and supervisors in the organization's progressive discipline process.
- Assists managers with monitoring the implementation of a performance improvement process with employees.
- Provides guidance and recommendations for the Executive Director on decisions up to and including employment terminations.
- Leads the implementation of health and safety programs and activities and monitors the tracking of OSHA-required data.

### **Total Compensation**

- Establishes the organization's wage and salary structure and policies.
- Leads competitive market research to establish fair and equitable pay practices and pay bands that help to recruit and retain well performing staff.
- Leads the development of benefit orientations and other benefits information.
- Researches and implements cost-effective, employee serving benefits; monitors national benefits environment for options and cost savings.
- Leads participation in salary surveys.

### **Compliance**

- Leads and ensures the organization complies with all employment and human resources legislative and government requirements. Protects the interests of employees and the organization in accordance with laws and regulations.

### **Education/Training**

- Defines training programs.
- Provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports.
- Leads the development and implementation of performance management systems that include performance development plans (PDPs) and professional development goals.
- Establishes an in-house employee training system that includes needs assessments, new employee orientation and onboarding, management development, cross-training, measurement of training impact, and knowledge transfer.
- Oversees selection and contracting of external training programs and consultants.
- Assists with the development, monitoring, and implementation of the organization's training budget.

### **Administration**

- The effective administration of day-to-day HR functions, including the onboarding and offboarding of staff, employee file management, health and safety issues, etc.
- Chair or oversee internal committees, including but not limited to Workplace Health and Safety.

### **Strategy & Policy**

- With the support of the Executive Director, develop IRSA's HR mission that aligns with IRSA's principles and objectives.
- Review, update, and create new policies where necessary to ensure compliance with employment-related legislation and best practices.

The Human Resources Director assumes other responsibilities as assigned by the Executive Director.

### **Qualifications:**

- **Education:**
  - Bachelor's degree in Human Resources or a related field of study
  - A master's degree or a professional designation such as a Chartered Professional in Human Resources (CPHR) would be an asset
- **HR Experience:**
  - Minimum of 5 years of progressive Human Resources leadership experience
  - Demonstrated experience in all aspects of Human Resource Management
  - Proven success in leading the fair and consistent execution of Human Resources policies and procedures
  - Proven track record in leading change and transformational initiatives
  - Experience in the not-for-profit sector would be an asset
  - Experience with employment law and immigration regulations would be an asset
- **Skills, Abilities, and Other:**
  - Exceptional relationship building, client service, and communication skills
  - Ability to listen, motivate, and support others
  - Ability to demonstrate a collaborative and flexible approach to problem-solving
  - Excellent verbal and written communication skills
  - Bilingualism would be considered an asset
  - Comfort with multi-lingual and intercultural work environments
  - Must currently be able to work in Canada
  - Satisfactory criminal record check to work with vulnerable populations