

Human Resources Manager – Craigwiell Gardens

Organization Background

Craigwiell Gardens is a charitable organization founded on Christian values. We are committed to providing quality services to individuals, both those receiving and offering care. We are located in Ailsa Craig, a rural village located in Southwestern Ontario.

Position Summary

Reporting to the Chief Executive Officer, the Human Resources Manager will be responsible for providing HR leadership and support to the organization through understanding the corporate culture and strategic plan. Will be expected to help anticipate, plan for and implement employee solutions that maximize support to the organization by providing professional, strategic and hands-on operational support to enable the organization to attract, manage, develop and retain employees.

Qualifications

- University degree / College Diploma combined with CHRP / CHRL designation being considered an asset
- Minimum five (5) years of strong HR leadership experience in a management role
- Strong recruitment abilities (full cycle recruiting)
- Proven critical thinking and ability to assess risk and create plans to mitigate
- Exceptional HR operations and development experience
- Excellent project management experience with a strong ability to multi-task
- Collaborative HR professional with experience supporting multiple executive stakeholders and capable of providing effective guidance
- Problem solving skills, ability to determine root cause of complex issues and arrive at sound HR/Business solutions
- Ability to attract, build, retain, coach/mentor and inspire all employees in the organization.
- Ability to report as necessary
- Willingness to participate in ongoing learning
- A current, clear, criminal reference check with vulnerable sector clearance.

Major Responsibilities

Reporting to the Chief Executive Officer, the Human Resources Manager will be responsible for providing HR leadership and support to the organization through understanding the corporate culture and strategic plan. Will be expected to help anticipate, plan for and implement employee solutions that maximize support to the organization by providing professional, strategic and hands-on operational support to enable the organization to attract, manage, develop and retain employees.

Specifically, this position will be accountable for:

- Providing strategic leadership and working with the leadership team, on business/personnel issues facing the organization
- Contributing to the execution of the operational plan through the creation and implementation of strategies that develop and retain employees
- Supporting and/or leading the development and implementation of various programs and initiatives in relationship to recruitment, performance management, compensation management, recognition, organization effectiveness, retention, training delivery, HR policy & procedures and health & safety
- Providing excellent professional guidance and advice in various HR disciplines to ensure all internal policies and legal requirements are met
- Leading the development of recruitment strategies and planning to support recruiting needs – full cycle recruitment of hourly, salary and management roles
- Facilitating decision process to conclusion, providing advice and guidance to assist management in their decisions and to ensure a fair, objective and equitable decision process is maintained
- Providing advice and counsel on a range of employee relation issues
- Coaching managers on performance improvement discussions and performance improvement plans; where necessary, facilitating discussions between management, employees and unions in helping resolve situations
- Ensuring compliance with policies, employment standards and collective bargaining agreements in each and every employee relations situation
- Planning and facilitating all terminations to ensure standards and best practices are followed
- Supporting the annual performance appraisal processes
- Working with management to review department recommendations to ensure fair and equitable application of guidelines
- Working with management to help identify and assess HR issues that may be affecting the performance of the team.
- Providing guidance and recommended solutions on a wide array of performance effectiveness issues, including role clarity, structure, performance management, management skills gaps, analysis and development plans, talent development, succession planning and team building
- Proactively working with managers to provide the lead as well as advice and counsel on absence management cases, including short term disability and long term disability, including WSIB.
- Facilitating and supporting effective return to work, etc
- Directing the employee experience and ensuring all processes for employee on-boarding and orientation are an informative and welcoming experience for all new staff
- Fostering a fun, innovative, empowering and engaging culture and environment
- Maintaining an awareness of emerging trends and best practices in HR

Salary

- Competitive.
- We offer an excellent benefit package and RRSP plan.

Deadline Date: February 7, 2019 at 4:30pm or until a suitable candidate is found.

The full job description available upon request.

All applicants must be legally entitled to work in Canada. As a condition of employment, a Vulnerable Sector Criminal Records Search is required.

Craigwiel Gardens is an equal opportunity employer and welcomes applications/ resumes from all interested parties. If you are a person with a disability and have a question or require further assistance with the application process, please email wwilliams@craigwielgardens.on.ca or call 519-293-3215.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Please apply to:

Wayne Williams
221 Main St
Ailsa Craig, ON
NOM 1A0

wwilliams@craigwielgardens.on.ca