

JOB POSTING - HUMAN RESOURCES DIRECTOR

POSITION DESCRIPTION:

Position Type: Permanent, Full time
Location: Hybrid/Remote;
Salary: Hiring range \$98,000 - \$113,000 annually commensurate with experience and skills (possibility for end-of-year performance-based increase and/or cost-of-living adjustment)
Job Opening: July 12, 2023
Job Closing: August 11, 2023
REPORTS TO: CEO

ABOUT YWCA CANADA

YWCA Canada acknowledges that its national office, and its member associations are situated upon traditional and current Indigenous territories. These lands are covered by treaties to peaceably share and care for the resources around the territories. Today, these lands are home to many Indigenous Peoples from across Turtle Island (North America) and we recognize the historical oppression and inequalities that they continue to face. YWCA Canada is conscious of its role in truth and reconciliation efforts and is committed to rebuilding and renewing respectful relations between Indigenous and non-Indigenous people.

We also acknowledge that Canada and its colonies are built on the brutality of forced and unpaid labour wilfully extracted from people of African descent and their relations through trans-Atlantic enslavement. We are committed to addressing anti-Black racism and achieving Black liberation and inclusion systemically and structurally with leadership from African descendants.

YWCA Canada is a leading voice for women, girls, Two-Spirit and gender diverse people in the country. For over 150 years, we've been at the forefront of a movement: to fight gender-based violence, build affordable housing and advocate for affordable childcare and workplace equity. We work to advance gender equity by responding to urgent needs in communities, through national advocacy and grassroots initiatives. Local YWCAs invest over \$258 million annually to support over 330,000 individuals across the nation. Today, we engage young leaders, diverse communities, and corporate partners to achieve our vision of a safe and equitable Canada for all. YWCA Canada is part of a global movement, World YWCA, working towards gender equity in more than 120 countries and 20,000 local communities.

ROLE SUMMARY

The Human Resources (HR) Director would be joining the YWCA Canada's senior management team, a highly energetic, inspired and dedicated group of professionals committed to supporting the mission and vision of the organization. Reporting directly to the CEO, this position oversees the HR department, including developing HR strategies, operations, safeguarding employee wellbeing, and ensuring organizational regulatory compliance. They are big on psychological safety and support the human first in 'human resources', lead HR initiatives, and provide overall guidance related to HR. The main functions related to this role include:

- Overseeing recruitment and onboarding
- Administering performance management practices and infrastructure

- Collaborative oversight of total compensation and benefits management
- Managing employee training and development
- Managing HR issues/complaints with care and due diligence
- Embedding HR related diversity, equity, and inclusion considerations into everything
- Championing a positive, results and strengths-based culture built on trust and empathy

The incumbent will contribute to the YWCA movement's overall HR best practices development and support member associations (MAs) as required to achieve to help them HR excellence.

Specifically, the HR Director shall oversee and manage:

Recruitment and Onboarding

- Provides support and advice to senior management throughout the recruitment process
- Supports Managers to implement the recruitment and selection guidelines
- Oversees onboarding and offboarding for staff
- Assists with workforce planning to identify future staffing needs and succession planning
- Coordinates posting of available positions and related follow up
- Participates in interview panels
- Manages the onboarding process exemplifying a welcoming culture

Training and Development

- Responsible for overseeing the implementation of organization's professional development and performance evaluation program
- Makes recommendation for training programs and facilitators
- Works with the CEO and senior management team to support the implementation of the organization's talent management program including leadership development program
- Support the development of tools and training opportunities for Member Associations (MAs), as requested and needed

HR Support, Coaching and Performance Management

- Provide counsel and expertise to people leaders on managing HR issues
- Provide coaching to people leaders in the resolution of employee relations' situations
- Respond to all internal (employees and people leaders) HR related inquiries or requests
- Manage the organization's performance management process via BambooHR and providing coaching and guidance on completion

Compensation, Benefits, Salary Administration and Retention

- Review salaries and establish a new system based on grids for each existing position and potential new positions, in collaboration with the CEO
 - Manage salary ranges; conduct market data research and analysis and make recommendations to ensure the organization stays on trend in the sector, as required
 - Assist with salary budgeting and/or input into planned salary increases
 - Make recommendations on annual increases and/or salary range increases
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- Manage benefits administration including annual renewals, managing broker relationships, and responding and assisting with employee queries
- Manage the Employee Assistance Program (EAP)
- Prepare salary letters
- Partner with the Finance and Administration team to ensure accurate processing of payroll changes (new hires, termination, salary changes), benefits management and updates, and setups for new hires, including IT
- Manage the retained HR platform (BambooHR) set up and ongoing functioning and updates
- Develop a culture of recognition and of valuing employees
- Lead employee engagement, staff retreats, and foster fun, play and wellbeing at work
- Support senior management in the creation and maintenance of a great work-life balance environment
- Research on trends and recommend retention approaches and best practices

HR Communications

- Continue to promote the organization's vision and values
- Develop and deliver key HR communications and regular messaging, as required
- Work with the CEO to share best practices in panels, on social media, website and within the YWCA movement

HR Policies and Procedures / Legislative Compliance

- Keep YWCA Canada's policies and procedures manual current
- Ensure all policies and practices in place are compliant with statutory requirements provincially, and federally, as required
- Ensures adherence to the policies and procedures of YWCA's policy manual as well as funder's guidelines as required
- Provide guidance and interpretation to employees and people leaders of YWCA Canada's policies and procedures
- Conduct HR research in a variety of issues (workers compensation, labour laws, travel regulations, etc.)
- Remain informed on the latest HR legislations, trends, and best practices
- Support feedback gathering on all HR processes
- Foster a culture of radical listening and support
- Develop safe mechanisms for complaints and diligently follow up on each issue raised, in collaboration with senior management

EDUCATION, SKILLS & EXPERIENCE:

- In-depth knowledge of HR management normally acquired through completion of an undergraduate degree in Human Resources Management or Labour/Industrial Relations (Cases for Equivalency will be considered)
 - 3+ years of progressive human resources experience including experience in recruitment, compensation administration (including job evaluation)
 - Strong working knowledge of employment and workplace health and safety legislation
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- Ability to manage multiple priorities and meet deadlines
- Exceptional communication, verbal, and written skills
- Advanced ability to research and analyse complex concepts and plan strategically
- Superior organizational and administrative skills
- Superior knowledge of current computer applications including word processing and spreadsheet software
- Proven ability to work from an anti-oppression and anti-racism framework
- Knowledge of and willingness to support feminist values, services focused on the needs of women, girls, and gender diverse people, as well as access and equity issues
- Bilingual in English and French is an asset

Core Competencies

- Self-reflective and collaborative practice that is non-judgmental, compassionate and reflects the mission YWCA Canada
- Principles of anti-oppression and equity in responding to the service needs of women, girls, and gender diverse people, and work toward removing systemic barriers to their wellbeing
- Respect, consideration, and acceptance of the opinions of others while expressing her own expertise and effectively utilizing relevant resources and specialists
- Collaboration with team members, sharing ideas and differences openly
- Openness to new ideas and willingness to adapt to change as necessary
- Value the contribution of others and take action to strengthen partnerships and support others to achieve effective outcomes
- Proactivity to avoid or solve problems and create opportunities for positive change
- Commitment to ongoing personal and professional development

Why work at YWCA Canada?

- A collegial work environment that actively encourages collaboration and work-life balance
- A generous employer matching pension plan
- A competitive salary based on experience and skills
- A generous benefits package that includes a 3-week base paid vacation, 18 paid healthcare days, health and dental coverage and a supplemental health spending account
- Our office is closed between Christmas and New Year, which adds another week off to spend with loved ones
- A hybrid and flexible work culture that takes into account family responsibilities, travel time, job duties, and many other factors
- We are always exploring ways to keep the workload manageable, prioritizing rest, welcoming new ideas of looking at modern ways of working and making our office a top employer

HOW TO APPLY:

Please submit your resumé and cover letter by email to careers@ywcacanada.ca include **HR Director** in the subject line by **August 11th, 2023 11:59pm ET**. We thank all candidates for applying, only those applicants moving forward in the recruitment process will be contacted.
