

POSITION DESCRIPTION

Position Title	Manager, Human Resources		
Organizational Component	Strategy and Organizational Development (S&OD)		
Supervisor Position Title	Vice-President, Strategy and Organizational Development		
Position Classification	PPP-5	Closing Date	March 21, 2014

GENERAL ACCOUNTABILITY

Accountable for HR strategies and analysis of organizational needs; foresees, develops, and delivers services aligned with Corporate 5 year plan and direction. Accountable for development of program and delivery of Human Resource (HR) services for the Corporation in the areas of recruitment and retention, classification, compensation, performance management, change management, training and development, employee relations, orientation, systems, planning, health and safety, and policy. Accountable for conduct of research and expert strategic advice in all areas of HR to support the VP, Strategy & Organizational Development and the organization.

KEY ACTIVITIES

- 1. Provides strategic expert advice to VP, S&OD and senior management in advancing the organization's HR program and services to promote a successful and healthy organization. Develops and manages delivery of HR systems, processes, practices, policies and services for the Corporation including development of program objectives, standards, and performance measures.
- Assesses human resource requirements; leads and manages components such as advertising, staff
 selection, orientation, employee development, training needs, and feedback to external service providers
 (Canadian Commercial Corporation (CCC) and consultants) to ensure quality operations from an HR
 perspective.
- 3. Directs the operation of the PPP Canada classification system, use of Standard, work description maintenance, and recommends on structure and levels. Researches and reports on salary comparisons with government and private sectors.
- 4. Builds on the development and implementation of Competency Dictionary, Competency Profiles and linkages with other performance management tools. Advises and coaches on implementation processes and practices, gap analysis, training and development implications, update requirements, and integration into all aspects of performance management.
- 5. Manages the performance management processes and practices including Performance Agreement midyear and annual review cycle timelines, linkages to salary and compensation decisions, and establishment of next year's work objectives. Advises on changes or improvements to processes, best practices, and tools and manages implementation.
- Analyses outcomes of the performance evaluation process and develops strategies for the Corporation to address common areas of need. Advises and develops training plans, programs and initiatives. Assesses value for money post training and determines how to sustain and build on competency development.
- 7. Provides employee relations advice and services, researches precedent cases and maintains a solid knowledge of staff relations principles, guidelines, practices and employer responsibilities. Develops action plan and options in response to specific issues, engages in conflict resolution and securing

- external expertise as required. Administers, analyzes and makes recommendations to senior management on results from the annual Pulse Survey.
- 8. Strategically assesses required change to enable the progression of the Corporation; assesses scenarios which can impact or jeopardize the achievement of goals; and develops change management plans to transition people and processes to meet progressively larger and more challenging services and products through PPP Canada.
- 9. Develops, coordinates and delivers employee orientation program, creates information package and materials, assesses effectiveness of the orientation session, and guides new employees in adapting to the organization and work environment.
- 10. Provides input and support to VP, S&OD and the HR Committee of the Board in implementation of HR strategies, plans, policy initiatives and communications as well as organizational design. Drafts budget proposals for the delivery of HR functions and services, including the identification of contract services, and system development and updates.
- 11. Leads on Health and Safety plans and initiatives. Collaborates with central agencies to discuss federal guidelines, policies, and reporting requirements. Ensures regular safety inspections to identify potential problem areas. Collaborates with officials in the health and safety environment to remain current and benefit from knowledge of best practices. Responds to employee special needs such as disability access, medical considerations, and all issues within the health and safety domain.
- 12. Develops HR policies, processes, practices and tools; ensures alignment as appropriate with various acts, regulations, policies, and directives including insurance and employment practices and principles.

Statement of Qualifications

Position Title: Manager, Human Resources

Organizational Component: Strategy & Organizational Development

Position Level: PPP-05

Basic Requirements

Education:

Successful completion of a university degree in Human Resources, administration or a combination of post-secondary study and experience.

Language: Fluently Bilingual

Experience:

- 10-12 years of experience in human resources management including organizational planning, recruitment, organization development, employee relations, compensation, safety, employee engagement, and employee development
- Experience in development and delivery of human resources services at senior levels of an organization including executive management.
- Experience in providing advice to senior management and in coaching employees
- Experience with federal public service and/or private sector environments.
- Experience in preparation and presentation of reports.

Knowledge of:

- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Employment law, compensation, organizational planning, recruitment, organization development, employee relations, safety, employee engagement, and employee development
- Theories, principles and practices of human resources management including labour relations principles and practices, recruitment protocols and procedures, compensation and benefit programs, and private and public sector employment practices.
- Sources of regulatory and governing legislation in area of human resources.
- Principles and techniques related to research and analysis, human resources program and policy development, project management, and communications.

Ability

- Recognize, analyze, forecast, and develop solutions for employee related issues
- Communicate effectively in writing and orally as appropriate for the needs of the audience.

- Balance corporate objectives with employee requirements
- Work well with individuals and groups at all levels of an organization
- Provide professional expertise on human resource issues.
- Design and deliver human resource program content and services, including policies, processes, practices and tools.
- Assess organizational needs and develop strategic approach to address and deliver options and services.
- Analyze performance management outcomes to develop training plans, programs and initiatives to strengthen competency development.
- Develop and implement change management plans and processes.
- Lead on Health and Safety plans and initiatives and respond to employee special needs.

Behavioral Competencies

- Sound judgement and attention to detail.
- Excellent interpersonal skills including persuasiveness, tact and discretion.
- · Creativity, adaptability and flexibility
- Visionary and practical day to day implementation and application.

If you feel that your skills and interests will complement our growing team, we want to hear from you. Send your résumé to <u>careers-carrieres@p3canada.ca</u>.Please reference the position you are applying to in your Subject line. PPP Canada thanks all applicants for their interest. While we carefully consider every application we receive, we contact only those candidates selected for an interview.