



## Director, People and Culture (HR)

### Job Description

We have an exciting opportunity for an enthusiastic, results and performance driven full time **Director, People and Culture (HR)** to join our growing team! You will be based in the Toronto office and will be responsible for all areas of human resources supporting North America, including but not limited to creating and fostering a positive working environment focused on employee growth & recognition, employee relations, health & safety, leadership development, compensation & benefits, performance evaluations, full cycle recruitment, and onboarding/offboarding. The Director, HR will develop strong partnerships with senior and executive levels of management to act as a strategic business partner, coach, and consultant for all aspects of HR. In addition, the Director, HR will develop and ensure consistency and compliance in HR policies and procedures; provide quality HR services within a corporate framework and manage various HR projects, programs, and initiatives.

### Responsibilities:

- Act as strategic business partner to all areas of the business, supporting the creation and advancement of HR programs and practices, focusing on execution and participation.
- Conduct full cycle recruitment within North America and globally including developing the recruitment strategy, job analysis, generating compelling job descriptions, job postings, conducting and participating in the interview process with hiring managers, selection, hiring, and onboarding.
- Coach and provide hiring managers on recruitment and interviewing best practices.
- Provide guidance to management with respect to performance plans and evaluations, employee relations, succession plans, compensation, departmental organization, disciplinary procedures, and terminations.
- Partner with management to ensure that annual performance evaluations are completed in a timely manner and are used to increase employee morale, productivity and development with specific and measurable goals identified and a clear plan outlined and communicated to all.
- Lead post acquisition integration initiatives, as they occur, with the help of senior management to ensure seamless onboarding of new talent
- Liaise with Payroll to ensure proper processes are followed i.e., timely enrollment of employees, departmental transfers, proper payroll remittances, benefit administration, commissions, retirement, medical leaves, lay-offs, and terminations; and in accordance with company policies and government legislation.
- Develop, create, communicate, and enforce all company policies to all employees and act as advisor and counsellor for all policies and procedures.
- Chair Joint Health and Safety Committee through maintaining up to date knowledge of all legislation and facilitating committee meetings.
- Maintain up to date information and competitive corporate edge through research, analysis, development, and implementation of Human Resources programs.
- Organize and coordinate employee engagement events for all employees including BBQs, Christmas parties and all other employee appreciation events.
- Work with legal counsel (internal and external) to apply for and process immigration visas and global intercompany transfers and other legal matters.



- Update and maintain global HR databases and organization charts.
- Lead publishing of annual corporate report
- Advise, coach, and consult managers on employee concerns and issues regarding policies, practices, terminations, discipline, and performance.
- Manage highly sensitive and confidential information daily.

**Educational /Technical Experience:**

- Bachelor's Degree in Human Resources, Business, or related field
- CHRP or CHRL designation
- Minimum 7 years of experience in an HR capacity
- 2-4 years of supervisory/management experience
- Experience providing HR services to Canadian and US based employees
- Demonstrated knowledge in employment legislation (ESA, Human Rights Code, OHSA, AODA) and privacy legislation
- Advanced knowledge of the principles and practices of HR Management including demonstrated competence in various HR functional areas such as: performance management, leadership development, succession planning, recruitment, employee engagement, compensation, employee relations, and health and safety
- Global experience an asset
- Possess solid MS Office & general computer skills

**Skill and Knowledge Requirements:**

- Excellent time management and organization skills
- High level of integrity, confidentiality, and accountability
- Sound analytical thinking, planning, prioritization, and execution skills
- Able to collaborate effectively and work with key business partners
- Proven ability to meet deadlines
- Flexible and adaptable, able to multi-task under pressure
- Self-motivated with a positive, proactive mindset
- Ability to comprehend, analyze and interpret business documents.
- Ability to effectively respond to sensitive issues, complex inquiries or complaints from clients, co-workers, supervisor and/or management
- Superior communication (written & oral) and interpersonal skills
- Availability and flexibility to work when required, including evenings and weekends