

DIRECTOR, PEOPLE AND CULTURE

Type of Position: Permanent Full-Time

Salary Range: \$90,000 - \$105,000/year

Position Summary:

Community Living North Bay is a non-profit organization that provides opportunities and support for people living with intellectual disabilities.

Reporting to the Executive, Director, the Director, People and Culture provides overall development, direction, strategic planning, and implementation for the areas of human resource operations; talent management; diversity, equity and inclusion; and health, wellness and safety of staff, volunteers, students, and clients. This position coaches a multi-faceted team as well as providing oversight to the workforce management and engagement of all staff and volunteers. The Director works with all organizational directors and managers to inspire teams to deliver the best possible work experience for staff.

The Director has the opportunity to formulate, implement changes and set standards for Human Resources (HR) and Talent Management within funding parameters and legislative guidelines. The Director works collaboratively with all other teams and departments in the organization.

Qualifications:

Education, Designations and Certifications:

- University Degree in Human Resources, Business/Public Administration or related discipline is required.
- Certified Human Resources Professional (CHRP) designation is required. Certified Human Resources Leader (CHRL) designation is preferred.

Supporting people who have an intellectual disability

161, rue Main Street East/est
North Bay, ON P1B 1A9

Nous offrons notre soutien aux personnes ayant une déficience intellectuelle

tel/téléphone: 705-476-3288
fax/télécopieur: 705-476-4788

info@communitylivingnorthbay.org
www.communitylivingnorthbay.org

- Previous training in equity, diversity and inclusion curriculum and best practices.

Experience:

- Minimum of five-to-seven years' experience in a senior management role in Human Resource Management is required.
- Experience managing multiple large-scale concurrent projects.
- Experience in a unionized environment is essential.
- Experience in a non-profit environment is preferred.
- Understanding of and experience in the social not-for-profit sector is preferred.

Language: Bilingual (English/plus any other language) preferred.

Knowledge:

- Minimum of five years' experience of HR generalist functionalities including compensation and benefits, talent management, legal, operations and Human Resources Information Systems.
- Knowledge of the Ontario Human Rights Code, Employment Standards Act, Occupational Health and Safety Act, Freedom of Information and Protection of Privacy Act, Ontario Pay Equity Act, and other related legislation.
- Knowledge of progressive human resource practices and procedures, human resource planning, and employee relations.
- Knowledge of equity, diversity and inclusion initiatives at an organizational/systems level and a passion for creating safer spaces for staff and clients
- Knowledge of organization and management theory and practice, sufficient to advise and assist management staff.

Skills:

- Excellent interpersonal, organizational, negotiation and presentation skills including excellent oral and written communication skills.
- Able to develop long term strategies and implement plans.
- Flexible and able to deliver on changing priorities.
- Interpretation of agency's policies and organizational structure to managers, directors and other staff in a manner and detail appropriate to each level.
- Strong analytical thinking, planning, prioritization, and execution skills.
- Strong negotiation skills.
- Manage daily workload, set priorities, and meet required deadlines while contending with conflicting demands.
- Significant competency in relevant computer applications particularly Microsoft Office Suite and SharePoint.
- Demonstrates non-judgmental attitude.
- Ability to work safely by following established safety protocols and procedures.

Personal Suitability:

- A trusted and ethical leader with a genuine respect for a range of viewpoints, who possesses the ability to motivate others, and articulate a clear direction.
- Strategic thinker, able to see the bigger picture and act effectively to produce measurable results.

- Ability to work and problem solve independently as well as an integral part of a team required.
- Ability to build interconnected systems across all services.
- Passion for engaging employees and promoting a supportive and productive work culture.
- Passion for promoting, developing and implementing diversity, equity and inclusion strategies to create a healthy and inclusive culture.
- Ability to influence others and have highly effective interpersonal skills.

Application Deadline:

Please submit a resumé and cover letter
hcheduling@communitylivingnorthbay.org by **November 17, 2023**.

File # NB-23-0003

Community Living North Bay is committed to creating a culture of equity, diversity and inclusion across our organization. Community Living North Bay offers accommodation for applicants with disabilities in its recruitment processes. Should you require accommodations we will work with you to meet your needs.