

Director, Human Resources

Location:	Ottawa, Ontario
Reports to:	Chief Executive Officer
Status:	Permanent, Full-time
Classification:	Management (Annual salary range: \$95,000 to \$105,000)
Language requirements:	Bilingualism (French & English) is highly desirable
Deadline:	Competition will remain open until the position has been filled
Competition Number:	DHR-2016-31

SUMMARY

The Director, Human Resources (HR) will work closely with management to create a positive, productive and engaging workplace in an effective, growing and diligent non-profit organization. The Director, HR will work to design and implement a global human resources strategy that is aligned with Cuso International's strategic direction. The Director, HR is a member of the senior management team known as the Strategy Unit.

One of the key responsibilities for the Director, HR is to develop a HR department that creates and implements a change management and organizational development strategy to foster a culture of learning and development. S/he will lead a small team that serves as a supporting function of this culture throughout the organization.

The Director, HR leads a team responsible for labour and employee relations, recruitment, training, HR program delivery, compensation and benefits, legislative compliance, performance management and other staff services.

KEY RESPONSIBILITIES:

Planning

- Designing and implementing an Organizational Development strategy and program(s) integrating development and training initiatives across the organization and at all leadership levels.
- Creating an HR service model that enables and provides local and international managers with the tools to effectively recruit, engage, reward and develop staff.
- Developing and designing change management strategies that support the organization as it experiences shifts in priorities, operational changes, etc. Working closely with senior management in an effort to create and enable other "change agents" within the organization.

- As a member of the Strategic Unit, providing strategic council and guidance on a variety of HR issues e.g. HR practices, Labour Relations, Performance Management, Talent Acquisition and Development, Organizational Design etc.
- Identifying HR Metrics relevant to Cuso International business strategies; tracking and reporting on those metrics.

Employee and Labour Relations

- Leading and facilitating the collective bargaining process and administering the Collective Agreement, while fostering a positive and constructive work environment and an engaged and productive workforce; this position acts as the employer representative for all Labour Relations with CUPE Local 2440.
- Acting as the lead for all Labour Relations matters e.g. grievances, collective agreement interpretation, etc.
- Participating as a member of the Labour-Management Committee.
- Establishing and maintaining a productive and positive working relationship with the Union and its representatives.
- Managing global employee participation in planning and key management decisions.

HR Leadership

- Providing guidance and leadership to the HR team, ensuring they provide excellent support to all stakeholders.
- Developing and executing an approach for all aspects of Human Resources within Cuso International. Specifically, the Director will have oversight over Performance Management, Learning and Development, Recruitment, Benefits and Compensation, Policy development, Job Evaluation and Classification, HRIS Systems, and Organizational Safety and Security.
- Supporting senior management with effective workforce planning approaches to ensure talent and resources are maximized.
- Collaborating with Managers, Heads of Programs, and Directors across the organization to develop and maintain excellent internal communications amongst one another and amongst staff.
- Responsible for developing, and managing the annual Human Resources budget; ensures expenditures adhere to policies and achievement of corporate objectives.

POSITION QUALIFICATIONS

Essential

Education

- University degree in Human Resources or a related field, or equivalent working experience.
- CHRP or comparable professional human resources designation required.

Experience

- Minimum of 10 years leading an HR department.
- Proven ability to successfully facilitate and negotiate a collective bargaining process in a unionized environment.
- Demonstrated experience in building an HR function with a focus on building a high impact learning culture, driven by performance.
- Creating and/or leading in a global HR function that supports offices and staffing in multiple countries.
- Change management within an organization.

Knowledge

- Sound knowledge of current labour legislation, best practices, and employment standards in Ontario and Canada.

Key Skills and Abilities

- Demonstrated ability to work collaboratively, provide effective team leadership, and to think strategically.
- Excellent oral, written and presentational communication skills in English, and full functional ability in French.
- Strong interpersonal skills, political judgment, and discretion.
- Intermediate-level computer skills in the Windows environment.
- Bilingual (English and French essential).

Desired

- Experience in compensation and payroll, including systems and tools used in compensation and payroll.
- Experience working in the not-for-profit and/or international development sector using volunteers as their business model.
- Ability to speak Spanish.



HOW TO APPLY!

Please send your resume and cover letter to hr.northamerica@cusointernational.org, with the competition number: DHR-2016-31 clearly marked as the subject number. Applications will be accepted until the position has been filled. Applications that do not meet the above requirements will not be considered;