

HR Senior Manager

Outward Bound Canada is committed to inclusion and strives to have broad representation that reflects the diversity of Canada. We encourage applications from candidates who identify as Black, Indigenous, People of Colour or People of the Global Majority, members of the 2SLGBTQIA+ community, and all other equity-deserving groups.

THE ROLE

The senior manager role is a pivotal role in developing OBCs talent while improving processes used in a national organization. The goal of this role is to ensure that OBC's inclusive culture creates an environment where our teammates can grow and develop so that our program participants have life-changing experiences.

WHAT WE OFFER

Location: Hybrid work environment is well-established

Salary: \$60,000 - \$85,000

Benefits: Comprehensive benefits package and Employee Assistance Plan

Term: Full Time

Supervisor: Head of Strategy, People and Finance

Application Deadline: September 15, 2022

Anticipated Start Date: October, 2022

OPPORTUNITY FOR IMPACT

Professional Development & Thought Leadership:

- Support the Head of Strategy, People, and Finance with programs such as training, innovation, employee recognition, activities, and recreational programs in a way supporting internal equity and the organization's competitiveness.
- Contribute to the development of leadership through focused support strategies including talent and performance management.
- Provide guidance for change management initiatives.
- Build and sustain beneficial relationships with employment agencies and educational institutions.
- Plan human resources requirements in conjunction with other departmental managers.
- Provide recommendations on leadership and organizational behaviours.
- Drive a corporate culture that benefits performance while fostering a strongly connected team with broadly distributed networks (internal and external).
- Provide training for supervisors and above for performance management, conflict resolution, discipline, and terminations.
- Determine areas of improvement for employees, providing additional training as needed.

- Develop and analyze measurable reports providing fiscal justification for personnel activities in regards to benefit costs, staffing levels/deployment, turnover, absenteeism, recruitment, applicant tracking etc.

Systems & Processes:

- Active leadership, in conjunction with the Instructor Recruitment and Engagement Manager, to select and implement a new HRIS. Recommend, develop and maintain human resource databases, computer software systems, and filing systems.
- Ensure the security of employee records and the appropriate retention periods for a variety of documents.
- Support the Finance Manager with administering and maintaining payroll and employee benefit programs. Monitor assigned payroll activities and program components for the purpose of ensuring effective department functioning, coordinating activities, and compliance with established financial, legal, and administrative requirements.
- Write Grant Funding applications, applying for funding opportunities to support wages, and wage subsidy programs.

Policies, Practices & Culture:

- Communicate to internal stakeholders key Human Resources policies, procedures, standards, and regulations.
- Develop and provide recommendations for policies and processes. Performs and coordinates policy reviews and analyses, including the management of the execution of HR policies, programs, and processes.
- Analyze benefit programs, administer and educate employees on benefits and maintain a sustainable relationship with insurance providers.
- Direct recruitment practices and procedures.
- Discover new ways of attracting top talent and ensure that the Company has an emergency succession plan in place for unforeseen staffing changes.
- Responsible for overseeing the hiring, orientation, performance management, and possible terminations of all of the associates at Outward Bound Canada, in conjunction with the Instructor Recruitment & Engagement Manager
- Research any new developments within the Human Resource field and implement changes where needed.
- Anticipate and identify emerging issues, trends, and problems that affect the policies and programs of Outward Bound Canada.
- Support the Head of Strategy, People, and Finance to identify and address issues that affect the overall health of the organization; morale, effectiveness, turnover, absenteeism, and productivity.
- Support diversity, equity, and inclusion initiatives by creating professional development programs for all levels of the organization
- Manage employee complaints and incidents, including conflict resolution, accidents, health and safety concerns, work refusals, and investigations.

- Ensure compliance with regulations and laws by executing necessary policies and procedures.
- Sustain and develop knowledge and understanding of existing and proposed laws and regulations affecting human resources management.
- Conduct employee performance evaluations and provide employees with performance feedback.
- Ensure effective exit interviews and provide management with analysis and recommendations.

WHAT YOU BRING

OBC recognizes relevant skills and knowledge can be gained through volunteer and life experiences as well as professional and educational backgrounds. Please outline in a brief cover letter how you have gained the following experiences, and how you would apply them to this role:

REQUIREMENTS

- Degree or diploma in business administration, human resources management, or a related field required.
- Minimum 5 years of direct experience as a senior HR professional, with at least 2 years as an HR generalist in a multi-disciplined environment.
- Strong knowledge of current employment law matters, with a strong commitment to diversity management.
- Proven track record of success in staff management, payroll, benefits administration, recruitment, training, and employee relations.
- Experience administering employee benefits, pensions, insurance, paid leave, awards, etc.
- Demonstrated ability to manage HR core processes such as talent management, succession planning, and employee relations.
- Able to interpret and implement personnel-related legislation.
- Able to make sound business decisions and evidence-based recommendations to senior management.
- Strong communication skills, comfortable in dealing with individuals at all levels of the organization.
- Superb writing and content development skills.
- Strong presentation, oratory, and verbal skills.
- Ability to identify developmental needs of employees and to provide coaching, mentoring, and other help.
- Excellent time management and project management skills.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Strong morals and ethics, along with a commitment to staff privacy.
- Knowledge of principles, theories, and techniques related to job classification, job analysis, and job descriptions.
- Knowledge of principles, theories, and techniques related to employee relations, personnel management, and recruitment.
- Experience with automated software applications and HR systems.

- Fully vaccinated against Covid-19
- Clear Vulnerable Sector Check
- Personal commitment to equity and inclusion in the outdoors
- Understanding of how systems of oppression take shape in workplaces and a desire to shift the balance of power and privilege to center underrepresented voices
- High level of cross-cultural competence, in recognition, that Outward Bound Canada works with students and partners from a diversity of communities and backgrounds
- Passionate about the Outward Bound Canada mission, an interest in outdoor pursuits, and a desire to help get young people outdoors for transformative experiences

Assets:

- Advanced knowledge of, and experience using Google Suite products.
- CHRP/CHRL

At Outward Bound Canada we believe that communities that have been historically underrepresented in outdoor recreation must be centered in the work we do. Therefore, we strongly encourage applications from people who will increase representation, and invite applicants to outline how they will contribute to this in their application.

LET'S CONNECT!

Apply for this position by submitting your cover letter and resume as one PDF using [this form](#).
Check out our other current job openings [here](#).