

Director of Human Resources March 2018

Position Summary

Under the supervision of the Executive Director, the Director of Human Resources (DHR) is a member of the senior management team, responsible for performing and assisting in a wide range of human resource functions and programs including, but not limited to recruitment and orientation, staff support, salary scale administration, job evaluations, compensation, benefits administration and record keeping, organizational and staff development, maintaining employee files and an HR database, assisting with all aspects of employee relations and communication, and HR policy development and implementation. The Director of Human Resources shall ensure that all activities are undertaken in a manner that is consistent with, and complementary to, the mission, values, policies, and procedures of the Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM).

IRCOM's team of over 70 unique individuals is dedicated to its community, the organization and fulfilling its mission. IRCOM strives to be representative of the community it serves at all levels of the organization and values newcomer lived experience and education and / or experience obtained outside of Canada. Currently nearly 80% of IRCOM staff are of a refugee or immigrant background and are visible minorities. Over 70% of IRCOM staff are women.

The Director of Human Resources will ensure that IRCOM's HR Program is aligned with IRCOM's organizational culture, that it is asset-based and culturally inclusive, valuing the contributions of all, focusing on mentorship and professional growth, creating avenues for career progression and advancement, and developing a strong team that can contribute meaningfully within IRCOM and beyond. Through their hands-on approach, they provide leadership and direction to staff, and demonstrate strong skills necessary to guide the team in day to day operations. The DHR provides strong support to the Executive Director and Associate Executive Director in the overall leadership and management of IRCOM's staff team. The ideal candidate is a strong mentor who sees the gifts each person brings to the organization; they are a great listener and an exceptional communicator who is both compassionate and clear. Please see <http://www.ircom.ca/about-us/employmentopportunities/> for additional information. Principal accountabilities include the following areas:

Human Resource Management - Implement human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, group insurance, training and professional development, personnel files, workplace health and safety, succession planning, and employee relations and retention.

Job Analysis and Evaluation – Refine IRCOM's compensation philosophy, salary administration policy and create a years of service recognition program, following a thorough organization-wide job analysis and evaluation process.

Group Insurance Administration - Administer and oversee IRCOM's Group Insurance Plan, including staff enrolment, answering questions, and liaising with the insurance provider as required.

Policy Development, Interpretation and Application - Guide management and employee actions by researching, developing, writing, and updating policies, procedures, and guidelines; communicating and enforcing organization values, compliant with the Employment Standards Code and all relevant legislation including the Human Rights Code.

Communication - Facilitate stronger internal communication, liaise with staff, and in collaboration with senior management, strengthen IRCOM's employer practices to position it as a long term career choice.

Qualifications

Required:

- ⊕ Human Resource Management diploma, ideally holding Certified Human Resource Professional accreditation
- ⊕ A minimum two years' experience working in a Human Resource environment, preferably in a non-profit setting
- ⊕ Excellent understanding of how to make human resource practices, policies and procedures work in a highly diverse cross-cultural environment
- ⊕ Advanced computer skills, creating and manipulating spreadsheets, working with various HR software and databases
- ⊕ Interpersonal skills and communication, both oral and written
- ⊕ Maintain a clear Criminal Record and Child Abuse Registry Check

Essential:

- ⊕ Previous experience in developing, maintaining and evaluating human resource management programs
- ⊕ Excellent organizational, administrative and systems skills
- ⊕ Previous experience in planning, coordinating and leading group presentations
- ⊕ Demonstrated capacity to function collaboratively in a team environment