



Georgian Triangle Humane Society Job Description

Position: Manager, People & Culture

Reports to: Executive Director

Supervises: Volunteer Coordinator

Revised: March 2023

Position Summary:

The Manager of People & Culture will report to the Executive Director and will be responsible for planning and leading the human resources portfolio within the GTHS. This individual's main responsibilities include planning personnel requirements, recruiting new employees, assigning appropriate payment and benefit options to each staff member, providing development opportunities, organizing wellness check activities, and being a link between staff and management. They will also maintain and enforce company policies and practices, ensuring equity, diversity, and inclusion. This role will be a hybrid role, requiring both onsite and remote work.

Position Schedule: 35 hrs per week

Roles and Responsibilities:

People Planning

- Conduct industry research into current salaries, lead regular compensation reviews and make recommendations on possible areas of vulnerability to the Executive Director.
- Supports the Executive Director in establishing organizational structure, delegation of tasks and accountabilities.
- Maintain active records for data, reporting and recruitment purposes: job postings, signed contracts, budget lines, turnover report, master org chart, etc.
- Provide strategic advice to centre managers for effective scheduling, hours distribution and recruitment techniques.
- Ensures that all documentation such as employment contracts, employee communication, etc., is up to date, consistent with organizational goals and is compliant with all applicable legislation.
- Oversee volunteer management program.
- Coordinates and implements all employee recruitment and onboarding.
- A member of the leadership team, partner and consult with managers to proactively identify HR challenges and opportunities. Act as a trusted advisor.
- Champion change management in the organization, provide education and training.
- Establish, in partnership with volunteer manager, parameters for the volunteer program qualifications and behaviours. Implement (or review) needs and expectations for volunteers and establish a process for accepting and exiting volunteers.



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Policy Creation and Implementation

- Design and implement people function related processes, policies and procedures to foster a positive workplace culture.
- Develop and update organization wide policies and Standard Operating Procedures (SOPs) as required.
- Assist in communicating new and updated policies to managers and employees and ensure compliance within the organization.

Employee Relations and Performance Management

- Consults on issues related to workplace relations and performance management.
- Monitor and evaluate performance in partnership with the ED, by leading the creation of the organizational performance management process.
- Create and review disciplinary letters, participate in disciplinary conversations, and develop performance action/improvement plans for employees.
- Responsible for employee off-boarding including meetings, terminations, exit interviews, and reporting.
- Develops a plan to maximize employee engagement and enhancement of our culture, including conducting annual employee engagement surveys and periodic pulse surveys as necessary. Communicates the results of any surveys to the organization.
- Analyzes trends in compensation and benefits; researches and proposes changes to the existing Salary Administrative Policy and Compensation Framework to ensure that the GTHS has competitive base and incentive pay programs with a focus on employee health and wellbeing so that the organization attracts and retains top talent.

Employee Health and Wellness

- Provide coaching, support and professional guidance to all employees.
- Support managers with employee mental health issues and help employees find support with mental health and wellness issues.
- Establish an employee assistance program to support mental and physical healthy across the organization.
- Lead on the social committee ensuring there are opportunities for staff and volunteers to engage and have fun in person.
- Establish regular wellness education sessions with themed topics that are relevant to the employee and volunteer groups.

Payroll and Benefits

- Lead the coordination, management and administration of employee benefits and payroll, providing support for answering payroll and benefit related inquiries from managers and employees.
- Responsible for submitting and tracking sick and vacation time, schedules vacation coverage as necessary.



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Recruitment and Training

- Develop recruitment programs to attract, identify and source qualified candidates.
- Participate in position description, job posting, and compensation evaluation as needed.
- Develop, implement, and oversee a process for onboarding of new employees and volunteers.
- Coordinate training and development programs and activities for staff and volunteers.
- Present employment offers to candidates, negotiate terms and revise employment contracts as required.
- Represent GTHS at career fairs and campus/industry recruitment events for both the full time and volunteer roles. As an ambassador for the organization, present a positive, professional, and innovative image of the GTHS.

Health and Safety

- Lead organizational Health and Safety initiatives ensuring compliance with relevant legislation and regulations within industry.

Qualifications:

- Post-secondary degree education in Human Resources or five years of non-profit related work experience.
- Certified Human Resources Professional (CHRP or CHRL).
- 5 years of experience of management experience and demonstrated leadership skills.
- Experience in organizational effectiveness and operations management implementing best practices.
- Commitment to the betterment of animal welfare and the GTHS mission.
- Budget development and oversight experience.
- Knowledge of labour standards, Joint Health and Safety Committee processes, payroll legislation, WSIB and the Employment Standards Act.
- Willing to go above and beyond to ensure that the GTHS maintains a superb reputation in the community.
- Knowledge and experience in recruitment, safety, engagement, and organizational development.
- Excellent communications, interpersonal, organizational and time-management skills and thrives on working collaboratively.
- Proficiency in the Microsoft Office suite of programs.