

Manager, Human Resources

ABOUT THE OPPORTUNITY:

Our client is a significant human services agency in Manitoba with a commitment to community, a history of diverse programs and services, and focus on engagement and overall wellbeing. Reporting to the Director of Human Resources, the Manager of Human Resources leads the daily functions of the Human Resources Department and ensures all human resource operations are carried out smoothly and effectively. Through engagement with people, processes and systems, the Manager provides expertise, counsel, and advice to leaders to attract, retain and develop staff towards high performance. We are seeking a Human Resource Professional with the ability to increase departmental efficiency, streamline process, maximize technology, and continue to enhance a culture of responsive customer service.

KEY RESPONSIBILITIES:

- In collaboration with the Director of Human Resources, and in alignment with the organization's overall strategic vision, increase the efficiency of department operations, streamline processes, and maximize technology usage and end-user experience.
- Act as an advisor and consultant to senior management, providing sound human resource guidance.
- Oversee recruitment and retention, performance management, workplace investigations, disciplinary matters, employee recognition and morale, occupational health and safety, and enforcement of policies, best practices, and legal compliance.
- Develop and champion a company-wide performance management system, ensuring accurate and current performance metrics, and improve life cycle management of front-line employees.
- Enhance an inclusive hiring process that is current and supports fair and equitable hiring practices.
- Reinforce a collaborative, team-oriented approach including a positive, supportive, coaching leadership style and structured approach to improve team and individual development.
- Demonstrated ability to develop effective relationships with various internal and external stakeholders.

SELECTION CRITERIA:

- Chartered Professional in Human Resources (CPHR designation required).
- Post-secondary education in Human Resources, Business Administration, or related field required.
- 5+ years experience delivering Human Resources services.
- Demonstrated leadership experience including developing staff and evaluating work performance.
- Thorough knowledge of employment-related laws and regulations.
- Excellent project management and change management skills, with the ability to transition to new processes and foster an environment of knowledge sharing and collaboration.
- Proven ability to establish credibility and influence as a leader with management and staff.
- Ability to balance several priorities while maintaining a keen sense of accuracy and attention to detail in a dynamic and high paced environment.
- Adaptable and tech-savvy person who can quickly learn new systems and successfully manage highly sensitive and confidential information.
- Superior communication, presentation, negotiation, and interpersonal skills.

To apply to this opportunity, please send an updated resume and cover letter to Jen Sklar quoting project #40199 to jen@harrisleadership.com