

JOB POSTING

Position Title:	People & Culture Leader
Department:	Human Resources
No. of roles posted:	1
Reports to:	Chief Executive Officer
Location:	Oshawa & Bowmanville
Closing date:	January 15th, 2024

JOB DESCRIPTION

The HR Manager must be an adept People & Culture leader with a track record in executing HR strategies. Bring robust labour relations experience and a genuine passion for cultivating an engaging workplace. Actively engage with leadership, offering guidance and support, both strategically and hands-on. Key responsibilities include employee engagement, labor relations, benefits, recruitment, pension, communication, performance development, and policy administration.

ROLE ACCOUNTABILITY

- Exemplify leadership by embodying a passion for people, fostering an engaging culture, and promoting development within the organization.
- Cultivate strong relationships across all organizational levels, maintaining trust and respect by delivering exceptional HR service.
- Ensure the timely and effective implementation of HR services, practices, and policies.
- Proficient in collective agreements, managing the grievance process, and active participation in Labour Relations Meetings.
- Offer current and sound advice on workplace policies and procedures, including ESA, Labour, and Human Rights.
- Manage department budget, conducting annual reviews and proposing necessary changes.
- Accountable for successfully executing HR-related strategic goals aligned with the current strategic plan.
- Collaborate with senior management and leaders on cross-functional projects.
- Lead HR programs such as succession management, performance development, compensation reviews, and initiatives addressing sick/absenteeism, STD, LTD, and LOA's.
- Oversee the integrity of payroll, managing and processing pension, benefits, EAP, and WSIB

KNOWLEDGE, SKILLS AND ABILITIES

- Interpersonal skills, combining empathy and a genuine passion for human resources.
- Adopt a proactive, results-driven work style.
- Exhibit a consistently positive attitude, coupled with patience and compassion.
- Display professionalism and responsible decision-making consistently.
- Act as an enthusiastic team player capable of operating strategically and at a hands-on level.
- Possess effective communication skills across written, oral, and verbal channels.
- Express a dedication and eagerness to acquire new knowledge and skills.

EDUCATION AND EXPERIENCE

- Post-secondary degree or diploma in the field of Human Resources with 7 years progressive HR generalist and leadership experience.
- CHRL, CHRP or other HR designation.
- Experience working in unionized environments.
- Payroll process experience preferred.
- Must hold a valid Ontario Driver's license, must be bondable, and be able to travel and work flexible hours, when required.

APPLICATIONS

Candidates should submit their application, cover letter and resume to:

Attn: Human Resources
E-mail: hr@pathwise.ca

ACCOMMODATION

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance by contacting us at Careers@pathwise.ca, subject line "accommodation".