



The Oakville & Milton Humane Society (OMHS) is a leader in animal welfare within the Halton Region. Our primary goal is to keep people and their family pets together and do everything we can possibly do to strengthen the human animal bond. We are dedicated to making life better for animals by raising awareness to the challenges that animals face and delivering critical services to meet those needs.

We are looking for a highly motivated individual to join our team! The OMHS is a registered charity that is searching for a visionary leader who excels in working with people. We have an opportunity for a Manager, Human Resources to work in our fast-paced growing organization.

Reporting to the Executive Director, the HR Manager is a hands-on manager who provides leadership, direction and support to overall Human Resources Management including recruitment, performance management, workforce planning, compliance, health, safety & wellness, employee relations, rewards & recognition, diversity/equity/inclusion, organizational development, and training. The HR Manager will act with considerable independence, discretion, judgment, and initiative to provide timely and accurate information and advice on policies, procedures, and operational issues.

Responsibilities:

Employee Relations

- Provides guidance to managers regarding current and future department planning
- Provides HR expertise to the managers with all aspects of employee matters
- Consults with the management team to identify training and development needs
- Assists with the day-to-day employee relation issues, ensuring a fair and consistent approach
- Oversees and executes a biennial employee engagement survey, providing guidance and follow-up on manager led actionable plans

Health & Safety

- Manages disability and WSIB related cases with confidentiality, ensuring a modified return to work program and accommodations are in place
- Supports the JHSC through participation as a member on the committee as a management representative

Talent Acquisition

- Leads the full recruitment and selection process alongside the manager(s) and provides support with interviewing, assessment, and employment offers/negotiations
- Creates and enhances job postings and job descriptions through job analysis review with the Executive Director and managers
- Conducts exit interviews; identify opportunities and provide recommendations

Compliance

- Implements and manages forward thinking HR practices ensuring compliance with employment legislation
- Acts a resource and support to the management team to ensure employment legislation is upheld at all times
- Monitors employment legislation across all areas, ensuring that updates and changes are communicated across the organization

Compensation

- Manages the salary administration program within the organization
- Completes job evaluation for new or upgraded positions
- Manages employee group benefit plan

Other responsibilities include building new HR programs and initiatives, involvement in the implementation and oversight of the HRIS system, identifying team building activities, planning engagement activities for employees, and responding to employee questions across all employment matters.

A great attitude is a must, as is the ability to be flexible and change direction at a moments notice. The ability to work successfully in a team environment and build effective working relationships inside and outside the organization is essential.

BASIC QUALIFICATIONS:

- Post-secondary education in Human Resources Management or Business required
- CHRP designation preferred
- Minimum of 3-5 years of demonstrated Human Resources management experience required
- Proficiency with Microsoft Office and online software applications (ADP, HRIS)
- Demonstrated ability to maintain a high level of confidentiality and discretion
- JHSC certification preferred
- Clear Criminal Background Check

PREFERRED QUALIFICATIONS/SKILLS:

- Knowledge of provincial employment legislation
- Excellent oral and written communication skills
- Proven ability to lead and motivate others
- Excellent problem solving and decision-making skills
- Demonstrated diplomacy, tact, and discretion
- Flexible and adaptable approach to changing situations
- A demonstrated compassion towards people
- Demonstrated ability to work with diverse groups of people

Interested applicants please submit a cover letter with resume to;

**Executive Director no later than July 29, 2022
execcareers@omhs.ca**

We thank all applicants for their interest in joining OMHS. Given the volume of applications received, we request that you do not follow up your application with a phone call. We will contact only those candidates selected for an interview and thank you for your understanding.

Commitment to Diversity and Inclusion:

The Oakville & Milton Humane Society believes that diversity and inclusion is about creating a culture that embraces the uniqueness of individuals and the communities in which we serve. We are committed to providing inclusive services where all staff, volunteers, donors, members, and customers feel respected and valued, regardless of origin, age, race, colour, sexual orientation, religion, gender, gender identity or expression, disability, social economic status or any other bias.

We strive to create a safe and judgement free environment, in which we draw on the differences in who we are, what we have experienced, and how we think. We foster a workplace, and engage communities, where differences and abilities are valued, and everyone has access to the same opportunities.

If contacted in relation to a job opportunity, please advise the HR Manager of accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.