



JOB DESCRIPTION

POSITION: Manager, People and Culture
Reports to: President and Chief Executive Officer
Department: People and Culture
Job Level: 4 (Manager)

Flexible Work Options Available: We are a hybrid workplace environment, granting team members the ability to work up to 3 days remotely per week.

POSITION SUMMARY
<p>The Manager, People and Culture, is responsible for supporting the senior leadership team regarding the employment-related issues of a diverse and collaborative team. They will focus on people, group benefit programs, learning and development initiatives, recruitment, and employee engagement programs that support employees and leaders in impacting and improving the business.</p>
KEY RESPONSIBILITIES
<ul style="list-style-type: none"> • Ensure compliance with labour laws and regulations as they evolve. • Manage payroll and the group benefits plan. • Work with people managers to create personalized learning and development plans for employees that support their development and meet the organization's needs. • Facilitate training or in-house learning sessions for employees on operational and compliance topics related to human resources. • Collaborate with hiring managers to identify staffing needs and develop effective recruitment strategies; conduct interviews, assess candidates, and make recommendations for selection. • Onboard new employees and support people managers in successful orientation. • Facilitate the performance review process (tools, timelines, and training). • Guide people managers on performance-related issues and help develop improvement plans when necessary. • Foster a positive and inclusive workplace culture through communication and employee engagement initiatives that align with the overall business strategy and organizational culture. • Build strong relationships with the team, fostering trust and promoting collaboration. • Conduct regular check-ins with employees to gain insight into their employee experience. • Serve as a point of contact for employee concerns, providing guidance and support for resolution. • Promote company values and be a role model for a positive and high-performing organizational culture. • Develop and coordinate employee team-building events. • Create and distribute internal corporate communications. • Lead the Joint Health and Safety Committee. • Manage day-to-day operational items relating to the office facilities. • This is a people manager role with one direct report.
QUALIFICATIONS & EXPERIENCE
<ul style="list-style-type: none"> • Bachelor’s Degree and a postsecondary degree or diploma in Human Resources Management; CHRP certification is an asset.

- Minimum of 5 years of Human Resource generalist experience; people management experience is an asset.
- Strong documentation and presentation skills.
- Background in a financial services company is an asset.
- Bilingual (English and French) is an asset.

SKILLS & CORE COMPETENCIES

- Creativity in the development of workplace culture initiatives.
- Commitment to working with issues related to diversity, equity and inclusion.
- Strong cross-functional collaboration skills and the capacity to collaborate with senior management.
- Excellent communication and presentation skills, both written and verbal.
- Excellent organizational skills and can prioritize multiple tasks.
- Results-oriented, self-motivated, and has a solid attention to detail.
- Demonstrates the ability to work independently, with minimal supervision.
- Possesses excellent judgement, flexibility, and personal integrity.
- Strong alignment with our organizational mission, vision, and core values.
- Proficient in computer skills, specifically Word, Excel, and PowerPoint.