

Human Resources Manager

Permanent Full-time – 35 hours per week

OCASI's is recruiting for an experienced Manager, Human Resources to lead all human resources (HR) and people centric functions for the organization and will be responsible for fostering an engaging, collaborative, and innovative culture that embraces diversity, equity, and inclusion for all.

The Manager, Human Resources will act in a manner which is consistent with responsible and ethical practices, using an anti-racist, anti-oppression approach rooted in best practices and data analysis and with a focus on social justice principles and practices reflective of the mission of OCASI.

The HR Manager will provide guidance to the OCASI's Executive Management, as well supporting the leadership Team in human resource and labor relation areas. The HR manager will work closely with the Associate Executive Director and the Managers of the functional teams to attract and retain the best talent to support and deliver on the organization's mission.

Key Responsibilities:

- Provide leadership and support regarding labour and employee relations matters on a day-to-day basis such as Collective Agreement and legislative interpretation and grievance avoidance and mitigation. Foster positive working relations with the bargaining units and non-unionized employees.
- Develop talent resourcing strategies to ensure opportunities for hiring and retaining diverse talent.
- Develop effective orientation and on-boarding processes and programs.
- Oversee and integrate talent management strategies including but not limited to the performance appraisal process and professional development.
- Identify, develop and facilitate/deliver organization-wide training needs to meet organization and legislative requirements.
- Maintain in-depth knowledge of legal requirements related to HR, reducing legal risks, and ensuring regulatory compliance.
- Maintain knowledge of industry trends.

Qualifications:

- A Certified Human Resources Professional (CHRP) designation or a CHRP candidate is required for this role.
- Previous experience in the non-profit sector is required for this role.
- At least Five (5) years of experience in a leadership role, preferably in the non-profit sector.
- A minimum of Five (5) years' related experience working in labour relations in a unionized environment and familiarity working within a recently unionized workplace environment.
- Good verbal and written communication skills with an ability to communicate with a broad range of stakeholders.
- Excellent judgment, conflict resolution and problem-solving skills with the ability to identify, analyze problems to determine causes, evaluate alternative solutions as well as take and/or recommend appropriate resolution.
- Must be adaptable and able to work through changing priorities and accountabilities.
- Detail-oriented with excellent organizational skills and the ability to prioritize, multi-task as well as meet tight deadlines and demanding schedules.

- Demonstrated ability to integrate in-depth knowledge of equity, accessibility inclusion and anti-racism into all aspects of the role.
- Ability to function in a multidisciplinary, culturally diverse workplace.
- Ability to work both independently and as part of a team environment.

Our Commitment:

Salary: \$69,956 - \$81,128 + Comprehensive benefits package

**OCASI currently operates within a Hybrid workplace model.*

How to apply:

Send a cover letter and resume with OCASI Human Resources Manager in the title by **October 31, 2024** to: Hiring Committee, OCASI at gethired@ocasi.org . This posting will remain open until the position has been filled.

OCASI welcomes and encourages applications from all qualified individuals, including but not limited to women, members of Indigenous, Black, and racialized communities, Two-Spirit, non-binary, trans, lesbian, gay, bisexual, and queer people; people with disabilities; and members of other equity-seeking groups.

OCASI is committed to an inclusive, accessible, and welcoming hiring process that provides reasonable accommodation to all applicants. Please include in your application should you require any accommodation to participate in this posting, recruitment, selection, and/or assessment processes.

We thank all applicants for applying however, only the candidates selected for an interview will be contacted. No telephone inquiries please.

OCASI HUMAN RESOURCES