

Senior Manager, People and Culture

Permanent Full-time – 35 hours per week

OCASI's is recruiting for an experienced Senior Manager, People and Culture 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 Senior Manager, People and Culture will develop and facilitate all human resource and people-centric strategies while balancing hands-on solutions and initiatives and provide organizational development support to all departments and the Senior Leadership Team.

The Senior Manager, People and Culture acts in a manner which is consistent with responsible and ethical practice, and leads at OCASI 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 role will provide guidance to the OCASI's Executive Management, as well supporting the leadership Team in human resource and labor relation areas. The Senior Manager, People and Culture 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 and balance strategic leadership and hands-on 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.
- 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.
- Analyze trends in attrition, hiring, promotion, etc. to determine and implement preventative actions and solutions to address these trends.
- Develop and establish programs to enhance employee engagement and retention, including Total Reward Programs and policies.
- Develop talent resourcing strategies to ensure opportunities for hiring and retaining diverse talent.
- Develop effective orientation and on-boarding processes and programs.
- Maintain in-depth knowledge of legal requirements related to HR, reducing legal risks, and ensuring regulatory compliance.
- Maintain knowledge of industry trends and make recommendations to the Senior Leadership Team for improvement of organization's policies, procedures, and practices.

Qualifications:

- A Certified Human Resources Professional (CHRP) or Certified Human Resources Leader (CHRL) designation is required for this role.
- Previous experience in the non-profit sector is required for this role.
- Five (5) to Seven (7) 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.
- Excellent verbal and written communication skills with an ability to communicate with a broad range of stakeholders.
- Excellent judgment, conflict resolution and critical-decision making 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.

Employment Details:

- Salary: \$80,719-\$93,609 + Comprehensive benefits package
- Job type: Full-time position based on 35 hrs/week.

*OCASI currently operates within a Hybrid workplace model.

How to apply:

Send a cover letter and resume (as a **single pdf** attachment) with OCASI Senior Manager, People and Culture in the title by 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 equitable, inclusive, accessible, and welcoming hiring process that provides reasonable accommodation and access 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