



Human Resources Manager

The Canadian Centre for Victims of Torture is looking for a Human Resources Manager with a broad knowledge of human resources functions, including talent management, employee relations, workforce planning, health and safety, compensation, Union negotiations, and organizational development. The Human Resources Manager is the go-to resource for managers and their teams for all human resources-related matters.

Key Responsibilities:

- ✓ Lead bargaining with the union to ensure employer retains all its rights and responsibilities exercise any of its rights, powers or authority are recognized.
- ✓ Support current and future needs through the development, engagement, and motivation of human capital.
- ✓ Develop and implement HR strategies and initiatives aligned with the overall business strategy and in line with the Collective Agreement.
- ✓ Oversee and manage a performance appraisal system that drives high performance.
- ✓ Lead full-cycle recruitment activities for internal vacancies, including developing job postings, coordinating candidate pre-screens, participating in interviews, completing references, and making recommendations to hiring managers.
- ✓ Provide support and guidance to all staff as HR subject experts. Work with Managers to support the performance of their teams through reviews, training, coaching guidance, and accountability.
- ✓ When employment offers are prepared, conduct salary assessments using established salary grids and decision-making models.
- ✓ Work cross-functionally with the Finance team on HR matters that affect payroll (e.g., new employee documentation, benefits, ROEs, etc.).
- ✓ Prepare confidential documents, including employment agreements and related paperwork (e.g., position change letters, salary increase letters, termination, etc.).
- ✓ Oversee, refine, and execute employee standards and procedures (HR policy and procedural manual), using and improving HR's existing and recommended systems and processes.
- ✓ Collaborating with managers, work to streamline and implement a comprehensive onboarding program to enable a smooth transition to CCVT.
- ✓ Conduct regular check-ins with new personnel who are in the first six months of employment with the organization.
- ✓ Coordinate training and educational workshops for employees and maintain accurate records.

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North York 1 Concord Gate, Suite 303 Toronto ON M3C 4H9 P: 416-441-9306 F: 416-443-2361

Accredited to the International Rehabilitation Council for Torture Victims

WWW.CCVT.ORG Charity No: 133327908 RR0001



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- ✓ Provide directions to managers on effective performance management procedures and follow-up as needed to ensure that performance discussions and formal reviews are conducted as scheduled and on an ongoing basis.
- ✓ Support leadership with conducting workplace investigations when required according to policies and legislative requirements.
- ✓ Attend and participate in employee disciplinary meetings, terminations, and investigations.
- ✓ Create and administer employee recognition initiatives.
- ✓ Lead health and safety programs to ensure a safe and secure work environment
- ✓ Drive employee insight initiatives, including creating and executing employee surveys and compiling and presenting results.
- ✓ Facilitate CCVT's Organizational Development and Advisory Committee.
- ✓ Promote positive employee relations and a professional work environment in accordance with the organization's core values.
- ✓ Actively participates in employee initiatives that maintain a positive culture and result in high engagement and retention.
- ✓ Maintain confidentiality and accuracy of appropriate documentation throughout employment history for all employees.
- ✓ Support/lead and implement various human resources projects and initiatives.
- ✓ Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- ✓ Serves as primary contact for daily benefits processing. Handles enrollments, changes and the coordination and maintenance of employee benefit records.
- ✓ Provide orientation to new employees on HR matters e.g Time off, Complaint process, Incident report
- ✓ Take the lead on Hiring and recruiting including screening applications, scheduling interviews, and reference checks
- ✓ Attend all staff monthly meetings and CCVT community events
- ✓ Other HR duties as required.

Qualifications:

- ✓ Post-secondary degrees in Human Resources is required.
- ✓ Three (3) or more years of progressive HR experience in a similar capacity providing various HR functions. Candidates who meet the above qualifications and possess CHRP or CHRL designation will be prioritized.
- ✓ Working knowledge of employment legislation in Canada and Human Rights legislation.

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- ✓ Well-versed in many HR functional competencies and best practices.
- ✓ HR experience in a mid-size, service-based organization with virtual operations as an asset.
- ✓ Health & Safety training, including Joint Health & Safety Committee education/experience.
- ✓ A clear and succinct communicator (verbal and written).
- ✓ Proficiency in Google Suite products.
- ✓ Must also possess aptitude and willingness to learn and work with new online systems and technologies.
- ✓ High standards of ethics and confidentiality with a proven ability to maintain sensitive information and exhibit tact, diplomacy, and good judgment.
- ✓ Outstanding customer service and interpersonal communication skills in all interactions with personnel, job candidates, community partners, and other stakeholders, and the ability to uphold the organization's service standards, policies, and core values.
- ✓ Strong critical thinking and problem-solving skills.
- ✓ Exceptional attention-to-detail, organizational, and time management skills, with a proven ability to prioritize, multitask and meet deadlines.
- ✓ Responsive and flexible to evolving responsibilities and able to take the initiative while maintaining a positive approach.

This is a part-time, onsite position requiring 21 hours per week, with salary of \$46.00 per hour.

HOW TO APPLY:

Applications should be submitted electronically. Send a cover letter and resume to dbrhanu@ccvt.org

The selection process will begin immediately and will continue until the position is filled. Only candidates selected for an interview will be contacted.

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