



Ottawa Humane Society Job Description

Job Title:	Senior Manager: Human Resources
Reports to:	President and CEO

JOB PURPOSE

The Senior Manager: Human Resources is responsible for planning, overseeing and delivering the effective and efficient human resource functions of the Ottawa Humane Society (OHS)

DUTIES AND RESPONSIBILITIES

- Develop, implement, manage, monitor, and evaluate all human resources functions at the OHS including performance management, professional development, recruitment and selection, onboarding, training and off-boarding, employee relations, occupational health and safety, recognition, retention and engagement
- Develop, conduct and evaluate projects to support the functional areas of responsibility
- Gather and analyze statistical data to determine trends and projections
- Determine short- and long-term tactics and strategies to achieve department and organizational strategic goals
- Develop, implement, maintain, distribute, and evaluate OHS HR standard operating procedures, documents and forms
- Work with OHS management to identify and evaluate department human resources needs
- Support managers in the recruitment, management, and termination of staff
- Maintain the accuracy and integrity of the OHS HRIS database and human resources files
- Guide and support collective bargaining activities, and ensure organizational compliance with the collective agreement
- Oversee and administer application of the employee accommodation, complaints, harassment and whistleblower policies
- Develop and implement internal and external communication strategies and promotional plans in collaboration with the communications department
- Solicit employee feedback and analyze and act on results
- Prepare and deliver written and verbal presentations
- Develop, implement, evaluate and ensure adherence to standard operating procedures within assigned functional areas
- Manage, and ensure adherence to department program budgets
- Provide advice and assistance to other managers, Directors, CEO, and OHS Board and committees as required

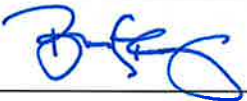
- Be thoroughly familiar with and ensure adherence to pertinent legislation, regulations, contracts, guidelines, OHS mission, policies, procedures, plans and collective agreement
- Maintain a comprehensive knowledge of best practices and trends in human resources management, and employment legislation
- Produce and maintain accurate reports, records, and files
- Manage department administrative files and human resources documents and files
- Participate in supervision, evaluation, training, and other meetings as required
- Lead and manage department staff including orientation, training, performance management, and daily supervision
- Hire, fire and discipline department staff in consultation with the CEO
- Ensure compliance with all health and safety policies and procedures
- Participate in the identification and evaluation of OHS goals and objectives
- Participate in professional development opportunities
- Participate in public relations and promotional activities as required
- May be required to assume some responsibilities of the CEO

QUALIFICATIONS

- Post-secondary school diploma or certificate in a related field – human resources management preferred
- CHRP designation required, CHRL designation preferred
- Minimum of six years' experience in human resources management
- Minimum of two years' staff management experience
- Experience with HRIS systems - ADP Workforce Now preferred
- Full professional proficiency in spoken and written English is required

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Employee may be required to work occasional evening, holiday and weekend shifts
- Employee may be required to be available to respond to after-hours emergencies
- Employment is conditional upon maintaining confidentiality of OHS information
- Employment is conditional upon the ability to work around all species of animals safely

Approved by:	
Date approved:	October 2022
Last reviewed:	