

We are hiring!
Director of Human Resources
Full time, Permanent

About Knowles Centre Inc.

Knowles Centre is a community-based organization offering therapeutic support, connections, and healing for children, youth, young adults, and families.

Position Overview

The Director of Human Resources will serve as a key member of the leadership team, providing strategic direction and oversight of all HR functions. This role is critical in supporting our mission by cultivating a positive workplace culture, fostering staff development, and ensuring compliance with relevant labor laws and regulations. The ideal candidate will have a passion for social services and a strong commitment to promoting an equitable, inclusive, and supportive environment for all employees.

Key Responsibilities

- **Strategic Leadership:** Develop and implement HR strategies that align with the organization's mission, vision, and values and support the overall Organizational Strategic Plan. Collaborate and lead the leadership team on organizational development, workforce planning, and change management activities.
- **Leadership Development and Support:** Train and support directors, managers, and supervisors in HR-related functions, including performance management, employee and labour relations, and HRIS implementation. Equip leaders with the tools and knowledge to effectively manage their teams while fostering a positive and compliant workplace culture.
- **Talent Management:** Oversee the recruitment, hiring, onboarding, and retention processes. Implement best practices for performance management, professional development, and succession planning.
- **Employee Relations:** Serve as a trusted resource for employees and management, addressing workplace conflicts and fostering a positive organizational culture. Manage employee engagement initiatives and feedback processes.
- **Labour Relations:** Lead collective bargaining negotiations, contract administration, and grievance resolution while fostering productive relationships with union representatives through regular labour management meetings. Provide guidance to management on union-related matters, ensuring compliance with collective agreements and promoting a collaborative work environment.
- **Compliance and Policy Development:** Ensure compliance with federal and provincial employment laws and regulations. Update and enforce HR policies and procedures.
- **Compensation and Benefits:** Oversee the administration of compensation, benefits, and payroll processes. Develop competitive compensation packages that attract and retain top talent.
- **Diversity, Equity, and Inclusion:** Lead initiatives to promote a diverse, equitable, and inclusive workplace. Ensure that all HR practices are aligned with these values.
- **HR Operations:** Manage HR systems and records, including employee data, performance metrics, and reporting. Lead process improvements to enhance efficiency and effectiveness, including the digitation, automation, and decentralization of HR systems and functions.

Qualifications

- **Education:** Bachelor's degree in Human Resources, Business Administration, Organizational Development, or a related field. Master's degree and/or CPHR designation preferred.
- **Experience:** Minimum of 5 years of progressive HR experience, including time in a leadership role. Experience in the non-profit sector, particularly in social services, will be considered an asset.
- **Skills:** Strong strategic thinking and leadership abilities. Excellent interpersonal and communication skills. Proven experience in conflict resolution, change management, and employee engagement. Demonstrated commitment to diversity, equity, and inclusion.

Knowles Centre Offers

- Competitive salary and benefits package.
- Paid parking.
- Opportunity to work in a supportive and engaging environment.
- Professional development and growth opportunities.
- Full-time, permanent position with stability and long-term career prospects.

How to Apply

Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the position by **4:30 pm on September 2, 2024** to:

Dr. Ryan Anderson, CEO

Email: randerson@knowlescentre.org

Knowles Centre Inc. is an equal opportunity employer. We encourage applications from candidates of all backgrounds, including women, people of colour, individuals with disabilities, and those from the LGBTQ+ community.

Knowles Centre Inc. acknowledges that we are gathered on Treaty 1 territory, the traditional territory of the Anishinaabe, Cree, Oji-Cree, Dakota, and Dene People, and the traditional homeland of the Red River Metis. With the spirit of reconciliation and decolonization, we seek to understand our place in history, and build alliances with Indigenous communities through education and collaboration. The Truth and Reconciliation Commission (TRC) 94 Calls to Action is a highly valued and integrated part of our culture and work.