

HR Manager Job Post

War Child Canada is a registered Canadian charity based in Toronto that works to accelerate peace and disrupt the cycle of violence by investing in and empowering local communities to build brighter futures through comprehensive, evidence-informed programs that foster resilience, self-reliance, and self-determination.

War Child is globally recognized for our grassroots, community-driven model of humanitarian action rooted in collaboration and entirely locally led. Over the years, we have developed a solid track record of long-term, sustainable impact supporting children and families living in areas dominated by conflict.

War Child Canada works with some of the most vulnerable populations around the world and are leaders in developing and implementing programs specifically targeting and protecting children, women, and refugees living in the most complex humanitarian environments in Afghanistan, Democratic Republic of Congo, South Sudan, Sudan, Uganda and Yemen.

Reporting to Vice President, Finance and Operations, the Human Resources Manager is responsible for implementing HR strategy and HR operations for War Child Canada's headquarters and will also provide HR support to and coordinate the organization's global HR function. The position will be responsible for delivery and implementation of HR services policies, programs and projects across the organization, ensuring compliance and best practices. This position has one direct report in HR.

RESPONSIBILITIES

Talent Management

- Manage and conduct full-cycle recruiting. Provide recruiting support to global senior partners as required.
- Implement and conduct a seamless onboarding experience for new team members.
- Contribute, with a continuous improvement mindset, to the implementation of a best-in-class talent function.
- Provide strategies to ensure effective talent management on a proactive basis to meet the needs of the growing organization.
- Promote team-building opportunities, professional development, retention, and talent management aligned with career goals.

HR Support and Coaching for Development

- Provide counsel and expertise to people leaders on managing HR issues
- Provide coaching and facilitation to people leaders in the resolution of employee relations' situations
- Continue to promote the organization's positive workplace culture of feedback, open communication and values.
- Improve staff engagement approaches throughout the organization.

HR Systems, Practices and Compliance

- Conduct functional HR responsibilities including performance management, compensation, terminations, exit interviews, and employee file management.
- Manages the organization's benefits plan and administration.
- Ensures all policies and practices in place that are compliant with statutory requirements both in Ontario and in Countries of Operations.

- Leads the organization's Health & Safety Program and participate in other organizational committees as needed.
- Develops and delivers key HR communications and messaging as required.
- Leads the implementation of a Human Resources Information System (HRIS).
- Tracks key HR metrics and generate/present reports to the senior management team.

HR Strategy

- Deliver tailored-HR strategies that help the organization in the achievement of its strategic and tactical objectives
- Leads Human Resources activities and integrates HR initiatives in alignment with the organization's strategic directions and organizational priorities, aligning with recognized global standards.
- Lead special HR projects and initiatives as directed by senior leadership or as part of the organization's strategic objectives.

QUALIFICATIONS

- Bachelor's Degree in human resources, Business Administration or equivalent
- CHRP completed or in process an asset
- Minimum 5 years' experience in a generalist role
- Solid generalist experience including recruiting, compensation and benefits, performance management, terminations, and employee relations
- Strong knowledge of relevant employment legislation
- Comfortable with working in primarily a stand-alone HR role
- Experience implementing HRIS software considered an asset
- Proficiency with Microsoft Office 365 (including Word, Excel, Outlook, Teams, SharePoint etc)
- Highly developed interpersonal skills with the ability to interact and communicate effectively at all levels of an organization and with different cultures
- Team orientated with initiative, drive, analytical skills, and sense of responsibility
- Organized, detail oriented

Interested applicants are invited to send a curriculum vitae and an accompanying cover letter electronically to jobs@brownconsulting.ca. Please ensure your application email has the subject heading of 'HR Manager.'

Only those applicants selected for an interview will be notified. We regret we are unable to entertain phone calls. War Child Canada is an equal opportunity employer.

War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child Canada's Child Safeguarding Policy and Prevention of Sexual Abuse and Exploitation Policy, including appropriate reference and security checks.

War Child Canada is committed to providing an accessible workplace. For individuals with disabilities, accommodation is available upon request. Should you require accommodation at any stage of the selection process, please let us know. We will work with you to meet your needs.