



Where childhood thrives, war does not.

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| Position Title | Senior Manager, People & Culture |
| Start Date | Immediate |
| Location | War Child Canada Headquarters, Toronto (with work from home arrangements) |
| Reports to | Vice President, Finance & Operations |
| Background | <p>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.</p> <p>War Child is globally recognized for our grassroots, community-driven model of humanitarian action that's 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.</p> <p>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.</p> |
| Position summary | <p>The Senior Manager, People & Culture reports to the Vice President, Finance & Operations. The Senior Manager, People and Culture is responsible for the overall strategic direction, management, and coordination of the global human resource function. The Senior Manager, People & Culture will provide leadership in the development and overall delivery and implementation of HR services, policies, programs and projects across the organization. This position will supervise the consistency, compliance, and quality of War Child Canada's human resources function. This position will have a critical role in establishing HR systems and standards that align to the organization's growth.</p> |

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| <p>Responsibilities</p> | <p><u>Job Responsibility #1: HR STRATEGY</u></p> <ul style="list-style-type: none"> • Leads Human Resources activities and integrates HR initiatives in alignment with the organization’s strategic direction and organizational priorities, aligning with recognized global standards. • Strengthen HR policies and procedures that complies with or exceeds required standards, drives good practice, promotes equity and diversity, strengthens our culture, and supports other team and country priorities. • Identifies risk management issues related to HR and develops, implements and monitors the organization’s HR risk management plan. <p><u>Job Responsibility #2: HR SERVICES, SYSTEMS & COMPLIANCE</u></p> <ul style="list-style-type: none"> • Manages and administers all HR services and programs including recruitment, onboarding, talent management, compensation & benefits, performance management, staff engagement, learning and development, diversity and inclusion, health & safety and employee relations. • Promotes team-building opportunities, professional development, retention, and talent management aligned with career goals. • Establish a consistent standard for the hiring and vetting of all staff, on-boarding, and performance review, applied globally. • Improves staff engagement approaches throughout the organization. • Ensures all policies and practices in place that are compliant with statutory requirements both in Ontario and in Countries of Operations. • Monitor compliance against internal War Child Canada policies. • Lead the organization’s Health & Safety Program and participate in other organizational committees as needed. <p><u>Job Responsibility #3: ORGANIZATIONAL DEVELOPMENT</u></p> <ul style="list-style-type: none"> • Contributes towards organizational development and change management initiatives. • Supports HR counterparts in Countries of Operation to build capacity, systems, and implement common HR standards. • Leads the implementation of a Human Resources Information System. |
| <p>Qualifications</p> | <p><i>Education</i></p> <ul style="list-style-type: none"> • Bachelor’s Degree in human resources, Business Administration or equivalent <p><i>Experience</i></p> <ul style="list-style-type: none"> • Minimum 5 years’ experience in a related position • Experience developing and /or transforming Human Resources functions to support growth and changing priorities of the organization • Experience implementing HRIS software considered an asset |

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| | <ul style="list-style-type: none"> • 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 |
| Compensation | Salary range: \$80,000 - \$85,000 and a package of benefits including comprehensive health insurance, RRSP match contribution after one year of service, generous vacation, remote working with work-life balance arrangements, and an employee assistance program. |
| Application process | <p>Interested applicants are invited to send a curriculum vitae and an accompanying cover letter electronically to:</p> <p>Email: jobs@warchild.ca</p> <p>Please ensure your application email has the subject heading 'Senior Manager, People & Culture – [insert your name]'</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Candidates should be legally eligible to work in Canada. War Child Canada will not provide any relocation support.</p> <p>For more information about War Child Canada, please visit www.warchild.ca</p> |
| Deadline | Deadline for applications April 29, 2022 |