



## Exhibition Place

### JOB OPPORTUNITY

**JOB TITLE:** Human Resources Manager

**JOB TYPE:** Permanent

**HOURS OF WORK:** 35 hours/week

**SALARY RANGE:** \$99,582 - \$125,583/year

**POSTING DATE:** November 6, 2018

**CLOSING DATE:** December 6, 2018

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Reporting to the Chief Executive Officer, the Human Resources Manager will manage all activities related to the delivery of Human Resources services including recruitment, professional development, compensation, benefit administration, policy development and employee performance matters.

Major Responsibilities:

- As a member of the management team, provide leadership and assist with strategic objectives
- Supervise, plan and oversee the human resources team in the day to day delivery of human resources services including the coordination of work assignments
- Human resources lead in the design, implementation and maintenance of a time and attendance system
- Human resources lead in the management of issues related to attendance management, health care benefits, short-term disability leave and return to work for non-unionized employees
- Advise staff on the interpretation and application of human resources policies, benefits, practices and procedures, and employment related-legislation
- Provide guidance to departments as the human resources lead in the development of performance improvement plans, terminations and resignations for non-union employees
- Assist departments with the management and investigation of performance issues of unionized staff and matters that could result in a formal grievance under the Exhibition Place collective agreements
- Liaise with City Employee & Relations Section to assist departments with collective agreement interpretation and advice on unionized workplace matters
- Assist departments with harassment and discrimination complaints and manage all investigations pursuant to the Exhibition Place policy
- Manage the multi-departmental organizational team implementing the *Accessibility for Ontarians Disability Act* and oversee the development and implementation of training and legislative reporting, as required
- Provide human resources expertise and consultation to management and employees
- Initiate the development and implementation of policies, programs and procedures in the area of human resources
- Conduct special projects as required related to human resources services including downsizing, re-organization and restructuring
- Develop and monitor operating budget for the division
- Perform other duties as assigned

Key Qualifications:

1. Post-secondary education in human resources or equivalent combination of education and experience in a discipline pertinent to the job function.
2. Several years' experience managing human resources in a major unionized public or private sector organization.
3. Significant working knowledge implementing and utilizing human resources time and attendance software packages and administration of benefit packages and pension plans.
4. Significant working knowledge of employment and related legislation (*Human Rights Code*, *Employment Standards Act*, *Accessibility for Ontarians Disability Act*), contractual obligations, collective agreements and human resources policies and practices.
5. Experience in the management of all aspects of staffing including employee recruitment, retention, professional development and performance management.
6. Experience utilizing ADP Workforce Now is an asset.
7. Good interpersonal skills with the ability to communicate effectively, both verbally and written at all organizational levels.
8. Demonstrated ability to handle confidential documents and reports.
9. Proven customer service skills.

**How to Apply:**

To apply for this position, mail, fax, e-mail or hand deliver resume/application and cover letter which describes your qualifications in relation to the qualifications required to: Human Resources Division, 100 Princes' Boulevard, Suite 1, Exhibition Place, Toronto, Ontario, M6K 3C3. Fax (416) 263-3690 or by e-mail to [humanresources@explace.on.ca](mailto:humanresources@explace.on.ca)

**Accommodation:**

Exhibition Place is committed to fostering a positive and progressive workforce. We will provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and Exhibition Place's Accommodation Policy. You can request accommodation at any stage of our hiring process.

If you are invited to participate in the assessment process, we ask that you provide your accommodation needs in advance at that time. Please be advised that you may be requested to provide medical/other documentation to Human Resources to ensure that appropriate accommodation is provided to you throughout the process.

We thank all applicants, however, only those who meet the minimum qualifications will be considered for review.