



JOB DESCRIPTION	Senior Manager Human Resources Non-Bargaining Unit Position
LOCATION	Scarborough, ON

#### WARDEN WOODS COMMUNITY CENTRE

Warden Woods Community Centre (WWCC) is a multi-service agency governed by a local Board of Directors and funded by all three levels of government, the United Way, and other generous partners. The Centre provides over 50 programs and services to over 6000 clients annually out of our main Centre and several satellite locations.

#### POSITION SUMMARY

Reporting to the Executive Director, the Human Resources Generalist will serve as an advisor and subject matter expert to WWCC's managers and employees, ensuring that HR services support the strategic and operating plans. The Generalist will work closely with managers and staff in handling day-to-day human resources matters and supporting the development and implementation of policies, procedures, systems, and initiatives to sustain a values-based, high-performance culture.

#### RESPONSIBILITIES

##### Talent Acquisition

- Manage recruitment initiatives, including job postings, resume screening, candidate interviews, reference checking, drafting of Employment Agreements and new hire announcements.
- Develop and manage an onboarding program that promotes positive staff experience and fosters inclusion and team cohesion.

##### Performance Management

- Support management initiatives to build a high-performance culture, including the delivery of performance management mechanisms that include coaching, goal setting, peer feedback, and performance improvement plans.

##### Employee/Labour Relations

- Ensure organizational compliance with relevant legislation including, but not limited to, the Employment Standards Act, the Occupational Health and Safety Act, the Accessibility for Ontarians with Disability Act, and the Ontario Human Rights Act.
- Keep abreast of new legislation and changing program and operational needs and recommend changes or updates to existing policies and procedures.
- Coordinate the development and implementation of an integrated set of policies, procedures, and practices, ensuring compliance.

##### Training, Learning and Development

- Identify, develop, and implement an organizational training and development program.

## Benefits & Wellness

- Develop and manage an Employee Recognition program.
- Co-Chair the Joint Health and Safety Program

## Compensation Administration

- Manage employee direct and indirect compensation, rewards, and benefits.
- Create, revise, and maintain Job Descriptions and Organizational Charts

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## QUALIFICATIONS

- Bachelor's Degree, preferably in Human Resource Management; CHRP in place or in progress
- 5+ years of HR experience at a Generalist level ideally in a unionized environment.
- Demonstrated working knowledge of employment law (i.e. ESA, LRA, OHSA, OHRC) regulations and processes the Employment Standards Act, the Ontario Human Rights Act and other employment legislation.
- Demonstrated comfort working with ambiguity and skills related to solving complex problems.
- Demonstrated skills with HRIS/Payroll systems and Office Suite.
- Very good analytical skills and the capacity to apply professional knowledge and sound judgement in interpreting policies and procedures.
- Effective verbal and written communication skills that can influence others to act while maintaining positive relationships.
- Demonstrated ability to handle sensitive situations with confidentiality, tact, and diplomacy.
- Attention to detail and the ability to deliver desired results.
- High emotional intelligence and maturity in daily interactions with staff, management, community members and other external parties.
- Working knowledge of HRIS systems, proficiency with MS Word, Excel,
- Solid team player and able to work independently.

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## COMPENSATION AND HOURS OF EMPLOYMENT

WWCC offers a competitive salary based on experience, a comprehensive benefits package, and a matching RRSP/RPP program.

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## APPLICATIONS

WWCC is an equal opportunity employer committed to gender equality and social inclusion in our workplace. All qualified applications will receive consideration without regard to sex, gender identity, gender expression, sexual orientation, race, ethnic origin, colour, religion, nationality, disability, age, or any other characteristic protected by applicable law. We encourage all qualified persons to apply, particularly Indigenous peoples, persons with disabilities, ethnic minorities, visible minorities, and others who share our values and contribute to fostering an inclusive and diverse workplace. Please notify us as soon as possible of any adaptive measures you might require at any stage of the recruitment process.

The successful candidate must be fully vaccinated against COVID-19. A police reference check is required prior to commencing employment.

In your cover letter, please ensure that you explain why you would like to work at Warden Woods Community Centre and why you are qualified for the position as tied to the responsibilities listed above. Please submit your cover letter and resume as one file noting "**Senior Manager of Human Resources**" in the subject line to [careers@wardenwoods.com](mailto:careers@wardenwoods.com)

While we thank all who apply, only those selected for interviews will be contacted.