

<b>Job Title:</b>	Human Resources Manager		
<b>Reports to:</b>	Director of Finance & Corporate Services		
<b>Today's Date:</b>	November 10, 2021	<b>Last Review Date:</b>	New Position

### CDO Vision, Mission & Values

The College delivers regulatory excellence to contribute to the health of Ontarians through the regulation of dietitians for public protection and guided by the values of Integrity, Collaboration, Accountability, Transparency, Innovation.

### Position Overview

The Human Resources Manager (HR Manager) is responsible for providing HR services and support to CDO employees and their managers. Through the application of best HR practices, the HR Manager will contribute to a progressive work environment that recognizes the value of the talent working at CDO.

### Organization-wide Competencies

**Teamwork:** Collaborates and cooperates with others within and outside of the College to get the job done; works with others towards the achievement of College strategies and objectives.

**Ethics:** Adheres to the College's core values and beliefs during both good times and bad, consistently acting in line with those values.

### Management Competencies

**Creative Thinking:** Explores alternatives to complex circumstances; meets challenges with innovative solutions.

**Coaching/Mentoring:** Fosters the development of others through professional growth; creates a climate in which people want to do their best.

**Strategic Thinking:** Anticipates the short-term and long-term implications of decisions and uses an evidence-based approach to solving problems.

### Job Responsibilities

#### HR Operations, Administration & Compliance

- Maintain and manage all HR administrative practices, ensuring they are accessible and responsive
- Collaborate with the Director of Finance & Corporate Services and the Registrar & Executive Director in developing, revising and maintaining HR policies, ensuring that they are current and meet all legislative/compliance requirements
- Maintain all HR records and files, including employee personnel files, active and inactive
- Chair the CDO Health & Safety Committee, ensuring that the organization maintains a safe work environment
- Manage and maintain employee data utilizing the current manual system
- Provide Payroll back-up/support to the Director of Finance & Corporate Services

#### Recruitment, Selection & Orientation

- Develop and maintain a job description policy and work with directors and managers to ensure that

College job descriptions and job requirements are accurate

- Manage and monitor CDO's recruitment process so as to attract top talent to the organization
- Provide staff recruitment assistance by creating and posting job postings, monitoring applications, holding exploratory phone interviews, assisting hiring managers with further selection and communication to applicants and incorporating EDI principles
- Work with hiring managers to ensure that new employees are onboarded efficiently and effectively
- Once developed, maintain an exit interview policy and carry out any required exit interviews according to the approved policy/process

### **Employee Engagement**

- Participate in fostering a workplace culture of inclusivity, mutual respect and motivated productivity
- Working with the Director of Finance & Corporate Services and the Registrar & Executive Director, ensure that CDO's employee engagement programs are aligned with the organization's vision, mission, values and strategy
- Lead the College's Diversity, Equity and Inclusion initiatives
- Carry out employee engagement initiatives including any pulse check surveys/annual employee engagement surveys and resultant action plans and change initiatives

### **Performance Management & Compensation**

- Conduct needs assessments for staff team development
- Work collaboratively with other College staff and outside consultants to deliver education sessions
- Oversee the College's salary, benefits and perquisite structure and monitor their effectiveness and competitiveness with external benchmarks
- Act as a resource and support to Registrar & Executive Director, Director of Finance & Corporate Services and other directors when carrying out the CDO performance management process, and recommend improvements to its design, management and execution as needed

### **Working Relationships & Contacts**

- College Registrar and staff
- External HR vendors and consultants
- External Payroll vendor
- HR Peer group representatives

### **Job Specifications**

#### **Education**

- Post-secondary education in Business or Human Resources Management
- CHRP or CHRL designation

#### **Experience**

- Minimum of 5 years HR generalist experience, covering all facets of the HR function
- Experience in a small, service- oriented organization of up to 30 employees
- Experience in a regulated member-driven organization an asset

**Knowledge, Skills & Job-Specific Competencies**

- Customer focus with a roll-up-the-sleeves attitude and solid relationship management skills
- Computer literate
- Able to exercise discretion, adhering to all confidentiality requirements of the position
- Able to work independently and exercise good judgement
- Strong interpersonal and communications skills
- Good team management skills
- Knowledge of payroll systems is an asset
- French language proficiency is an asset

**Other Attributes**

- Cultural sensitivity
- Professional approach when dealing with colleagues and stakeholders
- Attention to detail