



Ottawa Community Immigrant Services Organization
Organisme Communautaire des Services aux Immigrants d'Ottawa

INTERNAL/EXTERNAL OCISO JOB POSTING

Position: Manager Human Resources & Operations

Term: Full Time - 35 hours/week

Reports to: Executive Director

About OCISO

OCISO supports immigrants through the journey of making Canada their home by providing creative and responsive programs that are culturally and linguistically appropriate, by building community through mutual respect and partnerships, and by fostering healthy and inclusive spaces for open dialogue and healing.

Position Summary

The Manager Human Resources and Operations is responsible for developing and executing the human resource strategy in support of the strategic plan of the organization. They are responsible for overseeing all of the functions of the HR department specifically in the areas of succession planning, talent management, change management, recruitment, organizational and performance management, training and professional development, employee recognition, compliance with labour law, labour relations, implementation of policies and procedures, coordination of volunteers, procurement and management of facilities.

The Manager Human Resources and Operations ensures that the policies and programs within her/his area of responsibility reflect a community development approach, and the tenets of equity, access and anti-racism / anti-oppression.

Main Responsibilities

- Analyzing and evaluating existing HR strategies, policies, and procedures that supports the goals of the organization.
- Ensures HR policies are consistent with legislative requirements, and that HR procedures and practices are consistent with organizational policies.(employment standards, health and safety, ministry of labour etc.)
- Provides HR advice to the executive management team on organizational issues and keep them informed of trends and practices in HR and changes in legislative requirements.
- Analyzes and oversees the employee recruitment and selection process.
- Ensures appropriate processes and controls are in place to identify and manage risks to OCISO.
- Develops and maintains a strong succession plan for meeting the needs of the organization.
- Recommends and oversees employee relations practices necessary to establish positive employer-employee relationship and promotes a high level of employee morale and motivation.

- Analyzes and oversees the performance management processes and procedures and provides recommendation to the executive management team.
- Provides assistance as required to the Staff Advisory and Health & Safety Committees.
- Evaluates and makes recommendations on comprehensive compensation and benefits plans.
- Oversees the Volunteer Coordinator activities in collaboration with the Executive Director
- Oversees the Technical Liaison and IT infrastructure development initiatives.
- Manages major contracts such as space and equipment leases, equipment purchase as well as relationships with vendors.
- Develops and monitors an annual budget that includes Human Resource services, employee recognition, and administration.

Qualifications

- Degree in Human Resources or related field
- Proven working experience as an HR Manager or other HR Executive
- Effective interpersonal and cross cultural communication skills
- People oriented and results driven
- Demonstrable experience with Human Resources metrics
- Knowledge of HR systems and databases
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- In-depth knowledge of labor law and HR best practices
- Proven ability to work effectively in a multi-disciplinary and multicultural team environment

Salary & Benefits: Competitive compensation package including comprehensive benefits plan, an RRSP plan and a generous leave entitlement.

Application Deadline: May 7, 2021 by 5:00 p.m.

Application Process:

Please send a cover letter and a resume to Agnieszka Wedrychowicz, Manager HR & Operations at awedrychowicz@ociso.org , fax: 613-288-2674

We encourage applications from qualified people of all backgrounds, including women, members of visible minorities, Aboriginal peoples, and persons with disabilities.

OCISO is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, OCISO will endeavor to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the HR & Operations Manager upon scheduling your interview.