



Ottawa Humane Society Job Description

Job Title:	Manager: People & Culture
Reports to:	Director: People & Culture

JOB PURPOSE

The Manager: People & Culture is responsible for supporting the human resource functions of the Ottawa Humane Society (OHS)

DUTIES AND RESPONSIBILITIES

- Develop, implement, manage, monitor, and evaluate all human resources functions at the OHS including performance management, professional development, recruitment and selection, onboarding, training and off-boarding, employee relations, occupational health and safety, recognition, retention and engagement
- Determine short- and long-term tactics and strategies to achieve department and organizational strategic goals
- Develop, implement, maintain, distribute, and evaluate OHS HR standard operating procedures, documents and forms
- Support managers in the recruitment, management, and termination of staff
- Maintain the accuracy and integrity of the OHS HRIS database and human resources files
- Participate in collective bargaining activities, and ensure organizational compliance with the collective agreement
- Develop and implement internal and external communication strategies and promotional plans in collaboration with the communications department
- Solicit employee feedback and analyze and act on results
- Prepare and deliver written and verbal presentations
- Develop, implement, evaluate and ensure adherence to standard operating procedures within assigned functional areas
- Manage, and ensure adherence to department program budgets
- Provide advice and assistance to other managers, Directors, CEO, and OHS Board and committees as required
- Be thoroughly familiar with and ensure adherence to pertinent legislation, regulations, contracts, guidelines, OHS mission, policies, procedures, plans and collective agreement
- Maintain a comprehensive knowledge of best practices and trends in human resources management, and employment legislation
- Produce and maintain accurate reports, records, and files


- Manage department administrative files and human resources documents and files
- Participate in supervision, evaluation, training, and other meetings as required
- Lead and manage department staff including orientation, training, performance management, and daily supervision
- Hire, fire and discipline department staff in consultation with the Director: People & Culture.
- Be familiar with and ensure compliance with all health and safety policies and procedures
- Participate in the identification and evaluation of OHS program goals and objectives
- Participate in professional development opportunities
- Participate in public relations and promotional activities as required

QUALIFICATIONS

- Post-secondary school diploma or certificate in a related field – human resources management preferred
- CHRP designation or CHRL designation preferred
- Minimum of four years' experience in human resources management
- Minimum of one year staff management experience
- Experience with HRIS systems - ADP Workforce Now preferred
- Full professional proficiency in spoken and written English is required

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Employee may be required to work occasional evening, holiday and weekend shifts
- Employee may be required to be available to respond to after-hours emergencies
- Employment is conditional upon maintaining confidentiality of OHS information
- Employment is conditional upon the ability to work around all species of animals safely

Approved by:	
Date approved:	April 2023
Last reviewed:	