

**Title:** Director, Human Resources

### **Position Summary**

The Director of Human Resources is responsible to oversee all aspects of Human Resources-related practices and procedures. The Director ensures the alignment of Human Resources strategies with Ambrose’s values, mission, vision, purpose, and goals. The Director fosters a supportive and inclusive environment for employees.

The Director plays a critical role at both strategic and tactical levels in the areas of talent acquisition, employee relations, performance management, compensation and benefits, policy development, and compliance with employment laws and regulations in Canada. The Director manages complex and sensitive employee relations issues and maintains the highest level of confidentiality, discretion, and integrity.

### **Reporting Relationships**

**Reports to:** Executive Vice President, Operations

**Supervises:** N/A

### **Duties and Responsibilities**

#### *Human Resources Leadership and Strategy*

- Establish an effective working relationship with the Executive Vice President. Regularly report to the Executive Vice President on Human Resources matters.
- Lead the development, monitoring, benchmarking, and communication of key performance indicators linked to employee and Ambrose-related Human Resources strategies.
- Through ongoing communication with the Executive Vice President, develop, implement, and oversee Human Resources’ strategies that support and align with Ambrose’s values, mission, vision, purpose, and goals.
- Ensure Ambrose’s Human Resources objectives are met.
- Act as a strategic Human Resources advisor to all levels of leadership.
- Oversee the daily operations of Human Resources.

#### *Recruitment, Selection, Onboarding, and Retention*

- Plan, develop, and implement effective employee recruitment, hiring programs, and orientation for employees. Employees includes tenure and non-tenure track faculty, permanent staff, hourly staff, and volunteers.
- Manage and actively participate in the recruitment process.
- Support all levels of leadership with the employee recruitment process. Screen applicants, attend interviews, and ensure reference checks are completed.



- Ensure the selection of qualified candidates who are committed to Ambrose’s values, mission, vision, and purpose.
- Develop and oversee the new employee onboarding process and annual orientation.
- In collaboration with Executive Vice President, develop retention strategies to maintain motivated and engaged employees.

#### *Diversity and Inclusion*

- Promote diversity and inclusion within Ambrose’s community.
- Ensure that Human Resources practices are fair and equitable.

#### *Employee Relations and Employment*

- Act as an advisor to all levels of leadership to improve employee engagement.
- Increase employee engagement and productivity through effective leadership of performance development systems.
- Oversee the implementation and management of performance development systems to ensure continuous improvement and growth of employees.
- Maintain a pulse on employee issues and concerns. Recommend actions to the Vice Presidents to maintain a positive work environment.
- Provide advice and guidance to supervisors in resolving employee performance, relational, and/or morale problems.
- Develop and facilitate training programs that enhance employee skills and promote professional development.
- In collaboration with the Executive Vice President, develop and facilitate ongoing management and leadership development programs.
- Foster a positive and inclusive work environment through effective conflict resolution, employee engagement initiatives, and support for professional development.
- Work closely with the divisions, departments, and Deans to plan organizational needs, draft position descriptions, and classify positions in accordance with salary grids.
- Ensure that clear, concise, and current position descriptions are maintained for employee positions.
- Oversee employee recognition awards programs.
- In collaboration with the Executive Vice President, oversee the termination process to ensure adherence to Ambrose’s procedures, fair treatment of employees, and minimize potential risks.
- Work directly with the external Legal Advisor to resolve complex and sensitive employee issues.
- Maintain the Human Resources information system and employee records.

#### *Compensation, Benefits, and Budgets*

- Lead and manage employee total compensation. This includes base compensation, benefits, pension, and recognition programs.
- Evaluate the current promotion and salary increase practices. Recommend appropriate changes to achieve identified goals.



- Design and manage compensation structures and benefits programs to ensure they are fair and competitive. Ensure they are aligned with Ambrose’s budget and goals.
- Manage the compensation grids. Prepare employee forecasting for budget purposes when requested.
- Review and reclassify position descriptions and determine equitable compensation.
- Keep up to date on salary trends for all positions. Recommend adjustments of either a general or specific nature.
- In collaboration with the Payroll Manager, manage Ambrose’s benefits programs.
- In collaboration with the Payroll Manager, evaluate the cost effectiveness, efficiency, and overall value of each benefit. Make recommendations to the Executive Vice President for changes.
- Provide support to the Director of Finance during the annual compensation and benefits budgeting process.
- Oversee the development and execution of Human Resources’ department budget.

#### *Policy and Procedure(s) Development and Compliance*

- Create, update, and enforce Human Resources policies and procedures that comply with Canadian labour laws and reflect Ambrose’s values.
- Maintain a current, accurate, and comprehensive Employee Handbook.
- Ensure policies and procedures comply with statutory and legal requirements.
- Provide direction and support in designing, implementing, and application of policies and procedures.

#### **Qualifications**

##### *Education and Experience*

- A Bachelor’s degree in Human Resources, Business Administration, or a related field is required.
- Certified Human Resources professional designation or equivalent or actively pursuing designation is required.
- Minimum of 7-10 years of progressive Human Resources experience with at least 3 years in a leadership role is required.
- Strong knowledge of Canadian employment laws and regulations.

##### *Skills*

- Superior interpersonal, leadership, administration, planning, and prioritization skills.
- Excellent oral and written communication skills.
- Able to lead others and influence outcomes without having formal authority to do so.
- Able to work effectively under financial and schedule pressures to achieve overall institutional objectives.
- Strong problem-solving skills.
- Able to organize and structure decision-making.



## AMBROSE UNIVERSITY

- Skillful negotiator in conflict resolution.
- Able to gain trust and build productive relationships.
- Excellent interpersonal and communication skills.

### *Personal Characteristics*

- Be in agreement with Ambrose's values, mission, vision, and statements of faith.
- Must have a quality of spirit that will be reflected in a growing relationship with God and interpersonal relationships.
- Sensitive and able to work with a diversity of people and cultural groups.
- Perceptive and empathetic listener.

*Duties and responsibilities performed within one's capabilities that do not constitute a major change may be added, deleted, or changed at any time at the discretion of the supervisor either orally or in writing.*