

With a bold, future-looking mandate, the Canada Foundation for Innovation equips researchers to be global leaders in their field and to respond to emerging challenges. Our investments in state-of-the-art tools, instruments and facilities underpin both curiosity- and mission-driven research that cuts across disciplines and bridges all sectors. The research infrastructure we fund mobilizes knowledge, spurs innovation and commercialization, and empowers the talented minds of a new generation.

Job opportunity

MANAGER OF HUMAN RESOURCES SERVICES

Position Summary:

Reporting to the Director, Human Resources, the Manager of Human Resources Services plays a hands-on role in supporting HR operations at the Canada Foundation for Innovation (CFI). The Manager of HR Services will handle a wide range of HR tasks across different areas of HR, such as recruitment, employee relations, training, performance management, benefits administration and compliance.

Key activities:

HR Operations, Policy and Programs

- Advise, recommend and give direction to staff and the management team on the interpretation, application and administration of policies and procedures.
- Support current and new HR programs, policies and procedures.
- Maintain a solid working knowledge of applicable employment legislation and best practices. Advise the Director of HR of changes that will impact the CFI.
- Prepare and draft policy updates and changes. Create and, when required, implement the appropriate communication plans to ensure all staff are informed of these changes by, for example, facilitating information sessions, drafting presentation materials for management and staff, and ensuring current manuals and materials are saved and circulated.
- Prepare and present appropriate managerial reports as directed by the Director of HR; assist in the development of standard and ad hoc reports, templates, dashboards, spreadsheets and metrics.
- Act as the lead on HR projects or activities related to the human resources information system or new programs.
- Manage, coordinate and administer the job evaluation process, salary administration and performance management process.
- Manage the review and classification of job descriptions submitted for evaluation or re-evaluation (the classification may be done by an outside consultant); provide job evaluation decisions to senior management for approval.
- Make appropriate recommendations to management based on HR trends, research and practices at other organizations.
- Support compensation planning processes by collecting relevant market data, participating in salary surveys, providing projections, variances, etc. in conjunction with the Director of HR; prepare analysis and make recommendations to senior management on the annual cost-of-living increases, training costs and other adjustments.

Recruitment and Onboarding

- Manage and assist with recruitment and selection activities for all positions to ensure compliance with legislative and CFI policies, satisfaction of departmental requirements and the effective and efficient use of assigned resources.
- Work closely with supervisors in identifying replacements, creating new position profiles and developing relevant candidate testing or interview questions.

Employee Relations

- Provide advice and guidance to the management team and supervisors on human resource and employee relations matters, ensuring compliance, consistency and alignment with policies.
- Meet with staff and supervisors to discuss employee relationship matters and provide guidance to resolve issues.
- Promote the CFI's Employee Assistance Program (EAP) when necessary and update staff with new offerings from the EAP.
- Facilitate and provide sound advice to management staff for matters of discipline, performance issues, absenteeism, accommodation, leave management, return to work plans, etc. Work closely with the Director of HR on issues of a complex or sensitive nature and issues requiring legal counsel.
- Advise supervisors in termination cases; prepare termination documentation, discuss severance packages with legal counsel as necessary and attend termination meetings as required.
- Conduct exit interviews with employees leaving the CFI; when required prepare exit interview reports and communicate feedback with the executive team.

Requirements:

- Thorough knowledge of principles, practices and techniques of HR administration.
- Knowledge of Ontario employment standards, human rights, occupational health and safety, and other relevant legislation.
- Capacity to analyze and interpret policies, legislation and data.
- Experience in establishing and maintaining effective working relationships with colleagues and senior management.
- Experience in planning, coordinating, managing and implementing HR programs.
- Ability to advise senior management, supervisors and staff in matters relating to HR management.
- Ability to judge implications and consequences of recommended actions.
- Excellent knowledge of MS Office applications
- Experience in using a recognized human resource system.
- Ability to be confidential, tactful, compassionate, fair and professional.

Education and skills:

- Post secondary degree in Human Resources or other relevant field.
- Minimum six years of relevant experience in various HR areas, such as employee relations, compensation, workforce management, etc.
- Fluently bilingual; excellent verbal and written communication skills in both official languages.
- Active membership in HRPA is an asset.
- CHRP or CHRL designation is preferred.

For a copy of the full job profile please contact us at hr@innovation.ca

Total compensation:

The CFI offers a competitive compensation package that includes employee benefits and participation in the Sun Life Financial pension plan, four weeks of paid vacation leave as well as personal days and access to the Wellness Fund that covers health and wellbeing items for you and your family.

This is a full-time position in a hybrid work environment, requiring a minimum of two days per week at the CFI offices.

Please send your CV and a covering letter by end of day on September 16, 2024 to:

Eric Desjardins
Director of Human Resources
Canada Foundation for Innovation
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 6L5
hr@innovation.ca

We would like to thank all candidates who apply. Only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official languages principles and respects Ontario's Accessible Customer Service Policy. We attempt to accommodate individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please let us know in advance if you require an accommodation to participate in the hiring process.

The CFI is committed to the principles of equity, diversity and inclusion. In all our activities, we recognize that a breadth of perspectives, skills and experiences contributes to excellence in research.

The Canada Foundation for Innovation respectfully acknowledges that its head office is located on the traditional, unceded territory of the Anishinaabe Algonquin People.

Visit [Innovation.ca](https://www.innovation.ca) and our ["Careers" page](#) for more information about the CFI.