



Position: Human Resources Manager
Term: 12-18 Month Contract (Parental Leave Coverage)
Location: Toronto, Ontario, Canada
Reporting to: Vice President, Human Resources and Administration

Waterfront Toronto was established by the Government of Canada, the Province of Ontario and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in urban design, real estate development, and leading technology infrastructure. Working with the community, and with public and private-sector partners, Waterfront Toronto creates neighbourhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world.

The Opportunity: Human Resources Manager

Waterfront Toronto is seeking a **Human Resources Manager** to manage human resources and payroll services within the Human Resources Department. The Human Resources Manager will lead recruitment efforts, learning and development, policy management, project work, and administer payroll, as well as a range of other HR matters in support of the human resources department.

Key Responsibilities:

- Leading the recruitment function within the HR department by managing and providing oversight to all recruitment files.
- Providing guidance, mentorship and oversight to the Human Resources Assistant.
- Administering payroll on a semi-monthly basis, ensuring attention to detail and accuracy.
- Monitoring and maintaining HR Key Performance Indicators (KPI's), and preparing quarterly dashboards and HR Reports for presentation to the Human Resources, Governance and Stakeholder Relations Board Committee.
- Supporting the implementation of Diversity, Equity and Inclusion programs within the organization.
- Managing all HR policies, making revisions to existing policies as necessary and creating new policies as required.
- Leading the learning and development function including coordinating with vendors for mandatory and non-mandatory training for all staff.
- Supporting the Vice President in project work focusing on succession planning, compensation benchmarking, implementing a workforce planning strategy, amongst others.
- Supporting the performance management process and annual performance reviews.
- Supporting the HR department with internal projects, such as the implementation of a new HRIS system, and other projects as needed.
- Staying abreast of compliance requirements and industry best practice, recommending changes to policies and programs where necessary.

Skills and Qualifications:

- 5 years' progressive experience in human resources, preferably in a non-unionized environment.
- Demonstrated experience leading recruitment efforts.

- Thorough working knowledge of human resources policies, programs, and applicable legislation, including but not limited to: Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act, and Accessibility for Ontarians with Disabilities Act.
- Exceptional, proven ability to maintain strict confidentiality of all employee related matters, and handle matters with tact and diplomacy.
- Excellent interpersonal, written and verbal communication skills.
- Ability to work independently and prioritize tasks, and multi-task.
- Proactive, resourceful, and highly detail oriented.
- Strong organizational skills.
- Strong knowledge of Microsoft products including Outlook, Excel, Word, PowerPoint, and SharePoint.
- Post-secondary degree or diploma in Human Resource Management, Business Administration, or other related program preferred.
- Certified Human Resources Leader (CHRL) designation preferred.
- Experience with ADP Workforce Now and/or Microsoft Dynamics 365 will be considered an asset.

Salary: We offer a competitive salary.

Other Considerations:

During this time, Waterfront Toronto is operating in a hybrid work environment. Employees are currently required to work in our office three days per week and have the option to work remotely for the remainder of the week. This is subject to change by the Corporation.

Application Process:

Candidates should email their resume and cover letter, together in one (1) PDF document to: careers@waterfronttoronto.ca, quoting **File #24-16**, by **October 2, 2024**.

Please indicate in your cover letter how you learned about the job posting and include the specific site or network.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

Waterfront Toronto is an equal opportunity employer, committed to representing the diversity of the city of Toronto on our team and fostering an inclusive workplace. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application, including, but not limited to, identifying with one or more of the under-represented groups identified within the Ontario Human Rights Code. We will provide equitable treatment and accommodation to ensure barrier-free employment. If you require accommodation under the Ontario Human Rights Code or Accessibility for Ontarians with Disabilities Act, 2005 (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs, up to the point of undue hardship.