



cmec

Council of
Ministers
of Education,
Canada

Conseil des
ministres
de l'Éducation
(Canada)

THE COUNCIL OF MINISTERS OF EDUCATION, CANADA (CMEC) is an intergovernmental body providing leadership in policy development, program administration, and research at the pan-Canadian and international levels. Located in the heart of Toronto (steps from the St. Clair subway), CMEC is seeking a:

BILINGUAL MANAGER, Human Resources

Full-time, permanent position

Current salary range: \$77,707–\$100,924, depending on experience and qualifications

Work arrangement can be remote, in-person, or hybrid

In joining CMEC, you will be part of a dynamic, intellectually stimulating, and collegial environment, in an organization that is focused on enhancing the quality of education for all Canadians. You will work with government officials, international partners, and colleagues from across the organization and around the country.

As the sole individual comprising the Human Resources department, the **Manager, Human Resources** is responsible for the design, delivery, and evaluation of all facets of human resources such as, talent acquisition and onboarding, compliance, performance management and training, union and employee relations, benefits management, occupational health and safety, and compensation for an organization of approximately 70 employees.

The Manager, Human Resources provides both strategic and tactical guidance to the management team, ensuring that managers and employees are fully aware of and trained on legal obligations and responsibilities, as these pertain to human resources. Additionally, the Manager, Human Resources works in partnership with senior management to anticipate workforce dynamics and evolving needs and devises proactive strategies to mitigate potential issues and risks.

This role will appeal to individuals who are committed to excellence, consistency, and empathy and who excel at strengthening the ability of people leaders and employees to deliver on the organization's mission.

The position reports directly to the Director, Finance and Corporate Services.

Key responsibilities

1. Manage all human resources functions and programs, including talent acquisition, onboarding, compliance, performance management, training, labour relations, benefits administration, occupational health and safety, and compensation.
2. Collaborate closely with management, the union, and employees to understand organizational needs. Develop and implement human resources initiatives, programs,

policies, and processes that align with the organization's needs.

3. Support organizational development objectives by designing and implementing cost-effective training, professional development initiatives, and performance management.
4. Maintain and analyze data related to human resources to identify trends and areas of potential risk and to inform the development of organizational policies, practices, and programs.
5. Manage recruitment and selection processes, including evaluation of roles, job postings, candidate sourcing, interviewing, reference and credentials verification, and onboarding.
6. Monitor and ensure compliance with changes to labour laws and other relevant regulations.
7. Assess and help resolve employee concerns and grievances brought to the attention of Human Resources.
8. Oversee benefits administration, including benefits programs and policies, workplace accommodations, and return-to-work programs.
9. Create and implement effective human resource policies, procedures, and practices as well as strategies that promote diversity, equity, and inclusion within the organization.
10. Collaborate with management to identify and mitigate organizational risks and to achieve annual operational plan objectives.

Key qualifications

- Certified Human Resources Leader (CHRL) designation (or equivalent) is preferred
- A university degree in human resources, or in a related field
- Minimum of 10 years' work experience in human resources spanning the full breadth of such responsibilities (talent sourcing, onboarding, talent development, performance management, labour relations, offboarding)
- Deep knowledge of human resources practices and labour legislation in Canada
- Demonstrated experience working in organizations with a unionized staff and collaborating directly with union representatives to address employee concerns and grievances
- Superior written and oral communications skills in both French and English
- Ability to develop strong and trusting relationships with internal and external partners
- Strong organizational skills, including the ability to multitask and adapt to changing priorities
- Creative problem-solver
- Ability to work independently and proactively, as well as operate as a member of the management team
- Ability to collaborate crossfunctionally to effectively balance competing priorities
- Well-developed analytical skills and experience in the application of human resources data to support strategic analysis, executive decision-making, and successful human resources program delivery
- Practical knowledge of the Microsoft Office suite of products, especially Word and Excel, as

well as other digital applications typical of an office environment.

- Experience using human resources information systems, such as Payworks and the insurer's benefits administration portals

The position offers a competitive salary based on experience, as well as a full benefits package, including:

- Competitive vacation allotment
- Twelve (12) paid statutory holidays
- Ten (10) paid sick days
- Five (5) paid personal days
- Personal wellness and professional development account (\$600 annually)
- Contribution towards employee's own retirement savings plan
- Health benefits
- Flexible work schedule, with the opportunity for hybrid or remote work

Please send an electronic version of your cover letter and résumé to the Council of Ministers of Education, Canada (CMEC), to the attention of the Director, Finance and Corporate Services, **by 4:00 p.m. EDT, September 27, 2024**. For more information, visit us at www.cmec.ca.

CMEC is committed to fostering an inclusive, diverse, and accessible environment, where all employees, business partners, and clients feel valued, respected, and supported. If you require accommodation during the recruitment and selection process, please let our Human Resources team know.

CMEC thanks all candidates for their interest in this position. Only those who are selected for an interview will be contacted. Candidates must be legally entitled to work in Canada.

CMEC is an equal-opportunity employer.