



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## People And Culture Operations Manager

<b>Job ID</b>	<b>48-69-54-4C-F5-F7</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=48-69-54-4C-F5-F7">https://careers.indigenous.link/viewjob?jobname=48-69-54-4C-F5-F7</a>	
<b>Company</b>	Toronto International Film Festival	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2020-09-18	To: 2020-10-02
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Job Start Date</b>	October 2020	
<b>Job Salary</b>	50k-65k	
<b>Languages</b>	English, Any Second Language Considered Asset But Not Required	

### Description

People and Culture Operations Manager

Permanent

Full-time

People and Culture

TIFF is a charitable, cultural organization dedicated to presenting the best of international and Canadian cinema and creating transformational experiences for film lovers and creators of all ages and backgrounds in our home - TIFF Bell Lightbox. Our mission: To transform the way people see the world, through film.

TIFF is committed to embracing diversity and treating all individuals with respect, dignity and fairness by removing physical, social and economic barriers to participation.

TIFF acknowledges the sacred land where we work, live, share stories, and connect communities.

This land is the territory of the Huron-Wendat and Petun First Nations, the Seneca, and, most recently, the Mississaugas of the Credit First Nation.

We are currently hiring for the position of:

People and Culture Operations Manager

Reporting to the Senior Director, People and Culture, the People and Culture Operations Manager is responsible for leading and standardizing the Talent Acquisition and Volunteer Resources portfolio. This role is responsible for the leadership of Talent Attraction, (assist in) Intern and Coop functions, as well as project and program development for our Volunteer Resources Department. It will have a key role to play in developing the way we operate as a team going forward and leading the team through transition and application of a future way of working.

The successful candidate must be able to work well in a fast paced, dynamic team and be able to work well under pressure with competing deadlines. This individual must also be highly assertive, positive and be solution oriented. We're looking for someone who has great rapport building skills, listening skills and someone who has experience running the day to day operations.

RESPONSIBILITIES:

â€¢ Manages the day-to-day operations and activities of Talent Acquisition (recruitment, selection and retention), Intern and Coop program as well as Volunteer Resources.

â€¢ Development of comprehensive recruitment resources that optimizes community awareness, digital tools, and social media presence to attract qualified and competent volunteers and employees.

â€¢ Develops departmental goals and objectives based on strategy, customer expectations and corporate policies and leading practices.

â€¢ Collaboratively engages with community partners and stakeholders to ensure impact of programs and initiatives

â€¢ Informs and aligns Talent Acquisition & Volunteer Resources' activities with department and organizational wide strategic plan, focusing on Equity, Diversity and Inclusion.

â€¢ Ensures adequate staffing levels by conducting recruitment, selection and hiring of new employees with support from the People & Culture department.

â€¢ Actively seeks creative solutions and input from team members, evaluates relevant information and data resources when developing directions, establishes plans within available resources and evaluates feedback from customers to proactively plan for continuous improvement.

â€¢ Explores and creates operational synergies between the human resources, talent acquisition and the volunteer resources functions.

â€¢ Monitors recruitment and volunteer practices to align with legislated requirements, collective agreement provisions, and TIFF policies and practices.

â€¢ Maintains current expertise and knowledge of Employment Standards Act, the Ontario Human Rights Code, Pay Equity Act, collective agreements and other employment related legislation in order to ensure compliance and provide advice and counsel.

â€¢ Implements metrics to measure efficiency and effectiveness of recruitment and volunteer department resources. This includes maintenance of data integrity, reliability, validity, and analysis.

â€¢ Manages, and acts as a liaison with secondary/postsecondary school and community agencies to promote volunteerism and employment at TIFF.

â€¢ Manage the employee and volunteer recognition programs such as engagement events, volunteer appreciation month, annual service awards.

â€¢ Establishes effective two-way communications and feedback loops to foster continuous learning, self-improvement and encourages this among staff for purposes of professional and personal growth.

â€¢ Role models TIFF's core values while performing work with key consideration to maintaining a just culture.

â€¢ Contributes in fostering a safe and welcoming workplace environment for all staff, volunteers, and prospective employees.

## **Experience**

### **MINIMUM REQUIREMENTS:**

â€¢ At least 4 years of progressive human resources and/or volunteer experience required

â€¢ At least 2 years of experience supervising staff

â€¢ Cultural expertise or competence in either the Indigenous, Black and/or South Asian community required

â€¢ Experience with budget forecasting and expenditure monitoring;

â€¢ Excellent relationship building and stakeholder engagement skills;

- Knowledge of equity, diversity and inclusion (E.D.I) principles and practices;
- Strong understanding of employment legislation and its application in a non-union and unionized workplace
- Ability to manage multiple priorities and timelines, in a fast-paced environment;
- Excellent problem-solving ability, discretion and judgement; Strong organizational and project management skills; Proactive, energetic and results-oriented
- Strong experience maximizing the use of technology to create employee and volunteer department efficiencies
- Ability to work independently and collaboratively in a team environment;
- Innovative, flexible, and able to manage change and uncertainty;
- Strong computer skills in MS Office (Outlook, Word, Excel and Power Point).
- Experience working with HRIS and/or volunteer management software considered an asset
- Strong verbal and written skills (i.e. policies and procedures, memos to staff, PowerPoint presentations, etc.)
- Available to work a flexible schedule to address volunteer needs when the volunteer coordinator is not available
- Professional designation with the Human Resources Professional Association or Certified Volunteer Resources Manager designation an asset but not required

## **Other**

### **CLOSING:**

We thank everyone who applies for their interest, but only candidates selected for an interview are contacted. Candidates must be legally able to work in Canada at this time. TIFF regrets that it is unable to sponsor employment Visas.

Please send any questions via e-mail only to [careers@tiff.net](mailto:careers@tiff.net).

TIFF is committed to fostering an inclusive and accessible environment where employees feel valued and respected, and where every employee has the opportunity to realize their potential. As such, we welcome and encourage applicants who identify as racialized persons, Indigenous persons, persons with disabilities, and persons across the spectrum of sexual orientation and gender identities.

If you are a person with a disability and require accommodation and/or assistance during the application process, please contact us in advance at [careers@tiff.net](mailto:careers@tiff.net) or 416-599-8433 x2013. We strive to provide reasonable accommodations whenever requested.

## **How to Apply**

### **HOW TO SUBMIT & APPLICATION DEADLINE:**

- All applications must be submitted online through TIFF's Career Centre. Click Apply now!
- Please paste your resume into text box, and upload your cover letter and resumÃ© as one PDF, before September 30, 2020.