



# 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.Link's 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

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# Job Board Posting



Careers.Indigenous.Link

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## Manager, Human Resources

<b>Job ID</b>	<b>F0-75-1E-27-B2-39</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=F0-75-1E-27-B2-39">https://careers.indigenous.link/viewjob?jobname=F0-75-1E-27-B2-39</a>	
<b>Company</b>	Canadian Museum For Human Rights	
<b>Location</b>	Winnipeg, Manitoba	
<b>Date Posted</b>	From: 2021-02-19	To: 2021-03-01
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Languages</b>	Bilingual Preferred	

### Description

The Canadian Museum for Human Rights (CMHR) is a national museum dedicated to the evolution, celebration and future of human rights. It is the first national museum in Canada to be built outside the National Capital Region. Located in the heart of Canada in Winnipeg, Manitoba, the CMHR rises from the Prairie earth at The Forks, which has been a meeting place for over six thousand years.

The CMHR delivers an immersive, interactive and memorable experience for visitors of every background, age and ability. Each visitor has access to a fully reinvented museum experience that reflects a design approach that sets new Canadian and world standards for inclusion and universal accessibility.

We are seeking talented individuals who are motivated to share their passion and commitment to join our team.

Together, we aim to enhance the public's understanding of human rights, to promote respect for others, and to encourage reflection and dialogue.

#### Purpose of Position

The Canadian Museum for Human Rights (CMHR) is centered around the idea that respect and understanding of human rights can serve as a positive force for change in the world. The Manager, Human Resources will collaborate and work with the human resources team and all aspects of our workforce to build a workplace culture that is inclusive, innovative and focused on inspiring action.

Reporting to the Chief Human Resources Officer, the Manager, Human Resources is a key member of the Human Resources team, responsible for managing key human resources functions, including employee and labour relations, performance management, training and development, job evaluation, and programs and services that contribute to building and maintaining a respectful, equitable and healthy workplace culture.

The incumbent will support the mandate of the CMHR and support the organization's efforts to attract, develop, motivate and retain a talented, engaged, diverse and inclusive workforce. The incumbent will be a strong and thoughtful communicator, critical thinker and innovator, and will bring a collaborative approach to their role.

#### Key Responsibilities

##### Leadership

- Works to create a culture that promotes respect, inclusion and innovation, and models anti-racist and accountable behaviours.

- Serves as a senior HR subject matter expert and business partner to the leadership team, supporting all departments and areas in achieving their people-related objectives.

- Collaborates with managers and other leaders across the organization to ensure the CMHR is an employer of choice, and develops and maintains a diverse, inclusive, respectful, engaging and talented workforce and culture.

- Provides influence, counsel and guidance to leaders regarding employee performance and discipline, HR policy, hiring, terminations, probation, compliance with the collective agreement, and related HR matters.

- Provides mentorship and coaching using performance-driven strategies focused on growth and development.

- Oversees recruitment and retention, job evaluation, performance management, training and development and career management functions.

- Provides recommendations and insight to the CHRO with respect to the development and execution of the HR strategy.

## Human Resources Programs and Operations

• Supports and aligns the overall Human Resources portfolio and related strategic priorities/initiatives within an appropriate risk management framework.

• Collaborates with the Human Capital Analyst & Pay & Benefits Manager to create processes to ensure all human resources data, metrics and information is accurately captured, reported and analyzed to support continuous improvement.

• Maintains subject matter expert level of knowledge and skill regarding best practices and trends in human resources management and leadership, through networking and continuous learning and development.

• Manages the development, recommendation, implementation, administration, communication, training and education, evaluation, and enhancement of a broad range of value-added services and effective HR offerings that actively support leaders and employees in the achievement of their goals and ultimately the realization of the Museum's strategic goals. These areas include:

- o Progressive Human Resources policies and procedures to support compliance with relevant legislation (Canada Labour Code, Canadian Human Rights legislation, Official Languages Act, Privacy Act, Public Servants Disclosure Protection Act, etc.) and, also, in alignment with appropriate best practices and the desired Museum culture, work environment and values;
  - o Recruitment, selection and talent management programs to meet the short- and long-term talent needs of the Museum including change management, workforce planning, learning and development, career development, succession planning, coaching and mentoring;
  - o Performance development program including the identification of training and development opportunities to enhance employee contributions and effectiveness;
  - o Understanding and supporting the competitiveness of HR practices and services;
  - o Employee relations counsel, support and guidance on employee matters including the application of human resources policies and procedures, performance and disciplinary situations, and other related matters including conflict resolution management;
  - o Labour relations and collective bargaining support, collaboration, interpretation and application of the collective agreement and support to the grievance and arbitration processes.
- Facilitates training and development initiatives to meet the specific business needs of the organization.

## Financial and Risk Management

• Contributes to the development of the HR department annual budget and is responsible for monitoring/managing the approved budget under their authority.

• Identifies risk-related issues to employee and labour-management relations matters, and participates in investigations, collaborates with and supports the CHRO on people-related risk management matters, investigations, reporting, communication, and identifies communication, education and training opportunities for the Museum.

## Required Qualifications

• A Bachelor's degree in Human Resources Management, business or related field, and a minimum 5 years of progressively responsible management level experience in human resources, or an equivalent combination of education and experience.

• Demonstrated commitment to human rights initiatives.

• Management/leadership experience within a complex, multidisciplinary and unionized organization.

• Demonstrated success developing and implementing strategic HR and operational plans, policies and initiatives.

• HR professional with extensive knowledge of principles and practices of human resources leadership and administration, including current federal and provincial employment laws.

• Experience working in and supporting a unionized environment, including hands-on experience with collective bargaining, collective agreement administration and knowledge of the grievance and arbitration processes and other dispute resolution mechanisms.

• Organizational development, HR strategy, change management, employee engagement, succession, and workforce planning experience.

• Strong recruitment, selection and talent management and development experience.

• Strong collaboration, interpersonal and presentation skills.

• Strong communication skills, both oral and written.

• Strong analytical and problem-solving skills.

• Experience leading a variety of specialized financial, technological and material resources.

• Experience with standard office software/technology and HRIS software, including experience using and managing an application tracking/recruiting system.

#### Desired Qualifications

• Ability to communicate proficiently in both official languages.

• Previous experience in managing human resources in a non-profit organization or public sector.

• Chartered Professional in Human Resources (CPHR) designation preferred.

#### Other

• Occasional requirement to work beyond normal working hours, including weekend or evening work, with short notice.

#### Work Environment

• Security Screening Level "Secret Status"

• Child Abuse Registry Check

#### How to Apply

Interested applicants should submit a cover letter and resume to Taigan Walsh at [twalsh@peoplefirsthr.com](mailto:twalsh@peoplefirsthr.com) by March 1, 2021. For further information, please contact Janelle Robin at 204-938-4034.

The Canadian Museum for Human Rights (CMHR) believes that a diversity of experiences and thought drives innovation and transformation. We are working towards building a workforce that is representative of the community in which we live and that we serve. We are committed to providing equal employment opportunities to all and encourage you to identify your employment equity status in your cover letter. The information you voluntarily disclose will be kept confidential and used solely for the purpose of increasing workforce diversity.

The CMHR is committed to developing a work environment and recruitment processes that are inclusive and barrier-free. Please advise the representative, Taigan Walsh if accommodation measures must be taken to enable you to apply and be assessed in a fair and equitable manner.

Intent / Result of process: An eligibility list of qualified candidates may be created as a result of this process. The list would have a retention schedule of six months.

If contacted about this job posting, please advise us if you require any accommodations regarding the interview process.