



Manager of People and Culture
Permanent, Full Time (33.75 hours/week)

Reporting to the Director of Human Resources, the Manager of People and Culture is responsible for leading the organization's culture by building supportive staff relations where staff are engaged, supported, and provide excellent services to produce exceptional results. The Manager of People and Culture is responsible for a full range of people and culture/human resources services, including improving employee experiences, labour relations, policy review and development, performance and work environment, positive recruitment and retention management, and providing professional support to the organization's leadership team. The position also serves as a demonstrated leader and ally on issues related to diversity, equity, and inclusion, which are integral to the organization's commitment and advocacy for the work within our organization and with the community.

POSITION QUALIFICATIONS AND REQUIREMENTS

- Undergraduate degree or post-secondary diploma in human resources, human services, or a related field.
- Candidates with other academic qualifications and related work experience, plus demonstrated ability, will be considered.
- Valid "G" Ontario Driver's License and safe driving record.
- Criminal Records Check satisfactory to the Agency required upon conditional offer of employment.
- A sound understanding of specific legislation and regulations governing the practice of human resources, including the Employment Standards Act, the Human Rights Code, the Labour Relations Act, WSIB, Occupational Health and Safety, and Accessibility for Ontarians with Disabilities Act.
- Proven problem solving, analytical, and evaluative abilities.
- Ability to use sound judgment and tact to address a range of issues and to problem-solve.
- Travel to the District Offices as required.
- Theoretical knowledge and understanding of diversity, equity, and inclusion, including relevant legislation (e.g., Ontario Human Rights Code, AODA), and multiple equity frameworks (e.g., anti-oppression, anti-racism, anti-colonialism).
- Maintain a high level of confidentiality regarding employee and agency information.
- Strong interpersonal, oral, and written communication and facilitation skills.
- Experience focusing diversity, equity, and inclusion in child welfare or a related human or social services field. Experience in training and various training techniques.
- Excellent organizational, coordination and time management skills to determine priorities, meet strict timelines and manage several assignments simultaneously.
- Contribute to a culture of diversity, equity, and inclusion with a commitment to the elimination of disparity and disproportionality in service outcomes.

APPLICATION INFORMATION – Applications received to July 22, 2024 @ 4:30 PM.

Please submit a cover letter and resume on-line at www.thunderbaycas.ca "Career Opportunities".
Individuals may also submit an application directly to: Director of Human Resources,
The Children's Aid Society of the District of Thunder Bay, 1110 Jade Court, Thunder Bay, ON P7B 6M7

The Society is committed to supporting and advancing equity, diversity and inclusion in our organization and the society in which we serve. As such, we are expressly interested in receiving inquiries and applications from individuals who identify themselves as Indigenous, racialized, or equity seeking in order to better reflect the demographic profile of Thunder Bay and District.

TBCAS is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.

We thank all applicants; however, only those considered for an interview will be contacted.