

JOB POSTING

Position Title:	People & Culture Leader, 16-18 months
Department:	Leadership – People & Culture
No. of roles posted:	One
Reports to:	Chief Experience Officer
Location:	Oshawa & Bowmanville

JOB DESCRIPTION

The Leader, People & Culture is a Human Resources Professional and experienced generalist. They have led the achievement of HR strategies, bring strong labour relations experience and a passion for people to foster an engaging workplace culture. The incumbent will actively participate at the leadership level and provide advice and guidance to the leadership team and employees. They provide both a strategic and hands-on support to the role. Main accountabilities of the role: employee engagement, labour relations, payroll processing, benefits, recruitment, pension, communication, performance development, policy development and administration.

ROLE ACCOUNTABILITY

- Be a leader and example to the organization through a passion for people, engagement culture and development.
- Fosters strong relationships with all levels of the organization and maintains a high- degree of trust and respect through your ability to provide HR service.
- Ensure timely an effective execution of HR services, practices and policies.
- Understands collective agreements, manages grievance process, actively involved in all aspects of collective bargaining.
- Provides sound and current advice on workplace policy and procedure: ESA, Labour, Human Rights, AODA and so on.
- Manages department budget, reviews and suggests changes to budget annually.
- Responsible and accountable for the execution and success of HR related strategic goals which support our current strategic plan and REACH core values.
- Collaborates with business leaders and committees to complete cross-functional projects.
- Leads HR programs such as succession management, performance development, compensation reviews, sick/absenteeism/presenteeism, STD, LTD, LOA's
- Leads, manages and processes all bi-weekly payroll, pension, benefits, EAP and WSIB.
- Leverages experience and research on employee engagement and culture drivers, develop, create and implement creative employee recognition strategies.
- Actively participates in Pathwise Credit Union community events and initiatives.
- Brings unique ideas, suggestions and programs to Pathwise Credit Union and further our culture and engagement through continuous improvement.

KNOWLEDGE, SKILLS AND ABILITIES

- Possess essential soft skills, compassion and enthusiasm for human resources.
- Proactive and results-oriented approach to work.
- Demonstrates a positive attitude, patience and compassion.
- Consistently demonstrates professional and responsible decision making.

Oshawa Branch
 322 King Street West
 Oshawa, ON L1H 7L1
 F | 905.728.8727

Bowmanville Branch
 221 King Street East
 Bowmanville, ON L1C 1P7
 F | 905.623.4821

T | 905.728.5187
 TF | 1.800.268.8771

- Enthusiastic team player who can perform at the strategic and hands-on levels.
- Strong communication skills: written, oral and verbal.
- Demonstrates a commitment and willingness to learn.

Education and Experience

- Experienced in fostering positive workplace culture.
- Post-secondary degree or diploma in the field of Human Resources with 7 years progressive HR generalist and leadership experience.
- CHRL, CHRP or other HR designation.
- Experience working in unionized environments.
- Payroll process experience preferred.
- Must hold a valid Ontario Driver's licence, must be bondable, and be able to travel and work flexible hours, when required.

APPLICATIONS

Candidates should submit their application, cover letter and resume to:

Attn: People and Culture
E-mail: careers@pathwise.ca

ACCOMMODATION

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance by contacting us at Careers@pathwise.ca, subject line "accommodation".