



## OPPORTUNITY:

Title: Manager, Human Resources  
Reports to: Senior Director, Human Resources and Administration  
Location: Golf Canada Head Office  
Status: 15 Month Contract (Mat Leave Coverage)  
Ideal Start Date: August 29, 2022  
End Date: December 1, 2023

## PRIMARY DUTIES:

- 1. Human Resources Management: 25%**
  - Direct management of *Coordinator, Human Resources, Coordinator, Volunteer & Safe Sport Administration*, and *Front Desk Administrator*.
  - Employee relations and general management of all Golf Canada staff through HR practices and processes such as: onboarding, orientation, professional development, vacation tracking, retention strategies, reviews, employment changes, year-end processes, ongoing organizational communication, offboarding, etc.
  - Lead and organize quarterly staff meetings through collaboration with senior leaders.
  - Manage implementation of systems capable of improving human resources management such as *ADP WFN* for company-wide internal reporting of employment data, *Survey Monkey* for feedback on engagement throughout the organization, *Calendly* for effective scheduling, etc.
  - Responsible for generating and providing meaningful data that can be used to make strategic business decisions as required. Including but not limited to preparing the demographic report on an annual basis to inform HR, COO, CEO, and BOD.
  - Encourage a positive working environment to foster healthy management of employee relations, motivate employees, and uphold a culture of accountability and high performance.
  - Collaborate on culture and engagement initiatives for the organization. Including but not limited to oversight of social committee activities, staff engagement surveys, relocation plans, and employee policies and practices.
  - Assist with review of HR strategies such as policies and compensation structures as required.
- 2. Talent Acquisition / Retention / DEI: 25%**
  - Manager of *Human Resources Coordinator* and responsible to oversee recruitment processes including strategy, outreach, selection, onboarding, training, and orientation practices.
  - Provide counsel and support to hiring managers and *Human Resources Coordinator* as required.
  - Manage security settings in ADP WFN, assist new hires to set-up accounts following first payroll.
  - Collaborate and provide recommendations to implement diverse strategies to attract top talent.
  - Responsible to recommend and implement retention strategies for organizational success.
  - Accountable to oversee the exit interview process, including collection and filing of information, reporting, and consulting the appropriate individuals as required.
  - Execute on HR DEI initiatives as outlined in the DEI Operational Plan.
- 3. Human Resources Compliance 25%**
  - Manager of *Coordinator, Volunteer and Safe Sport Administration* responsible to oversee compliance with Golf Canada's Screening Policy in relation to the *UCCMS*.
  - Ensure all employee personnel files are up to date with applicable contracts and records.
  - Track key information in Master List for year end processes.
  - Review and update Employee Manual as required.
  - Manager of Front Desk Administrator responsible for policy organization and administration.

#### 4. **Other:**

25%

- Chair of the Health & Safety Committee
- Staff Rep of Human Resources Committee
- Assist with other committee related work as required (i.e. Diversity & Inclusion Alliance, Social Committee, etc.)
- Special assignments and projects as required.

#### **REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:**

- Post-secondary degree in Human Resources, Business Administration, or related discipline.
- Minimum of five (5) years progressive HR experience
- Excellent verbal and written communication skills
- Strong interpersonal skills and the ability to network and build relationships effectively.
- Team player, able to work effectively with others on a diverse team.
- Strong attention to detail, time management, and the ability to self-motivate.
- Ability to work effectively under pressure in fast-paced environments.
- Working towards CHRP/CHRL designation is considered an asset.
- Experience working with HRIS (Workforce Now) is considered an asset.
- Bilingual (English and French) is considered an asset.
- Golf knowledge or experience is not required.

#### **APPLICATION DETAILS:**

Golf Canada - Human Resources  
1333 Dorval Drive, Suite 1  
Oakville, ON L6M 4X7  
Visit: [www.golfcanada.ca](http://www.golfcanada.ca)  
Apply via Career Page link below

One (1) position available. Golf Canada will interview up to six (6) candidates. Forward cover letter and resume to [Career Page](#), NO PHONE CALLS PLEASE to the above contact by **11:59pm, August 7, 2022**. Golf Canada thanks all applicants but will contact only those who will be invited for an interview.

Golf Canada is committed to providing a safe environment for all, especially children. All applicants will be thoroughly screened using background checks and a review process.

Golf Canada is dedicated to employment equity and fostering diversity within the workplace in order to build an inclusive workforce where all employees have the opportunity to reach their potential.

Golf Canada's core values are "Fun, Excellence, Inclusion, Respect, Accountability" and while these are included in each employee's offer of employment and annual employment letters, these core values are also an integral part of the Golf Canada's recruitment, hiring and annual review process.

Golf Canada is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-849-9700.