

JOB POSTING

Manager People & Culture



As the Manager, People and Culture of Daily Bread, you will partner with the VP of People and Culture and the business leaders to develop and implement strategies that will attract, engage, and build a high-performance team to deliver the organization's strategic imperatives and mission. You will provide advice and coaching to employees and managers with respect to human resource planning, career development, staffing initiatives, performance management, diversity and inclusion, total rewards and employee relations in a mission driven organization.

Job Title:	Manager People & Culture
Reporting to:	VP, People & Culture
Location:	191 New Toronto Street, Toronto, ON, M8V 2E7
Start date:	Immediately
Salary:	\$65,000 -\$75,000 per year; commensurate with experience
Terms:	35 hours a week / Permanent – Full-time

What you are Responsible for

- Act as a strategic partner and trusted advisor to various business units, helping them build, develop, and lead their teams by providing them with the necessary HR programs, processes, tools and information
- Develop, implement, and update policies and procedures which may include recruitment, succession planning, training and development, compensation, performance management, employee engagement, and employee equity.
- Facilitate the successful implementation and adaptation of all people related programs, policies and initiatives in collaboration with the VP, People & Culture
- Ensure compliance with employment standards legislation and company policies, striving for operational excellence
- Understand Daily Bread's Rights Based Approach (RBA), assess its current adoption of RBA principles and develop roadmap for progressive adoption
- Providing ongoing employee relations support through coaching and counseling
- Working closely with the VP, People & culture to develop, implement, and manage payroll and benefits practices
- Conduct data analytics, develop metrics and recommendations on human resources practices and procedures for Daily Bread
- Perform any other duties as required

Internal/External Relationships

The Manager People & Culture interacts internally with staff and volunteers on a daily basis and externally with other organizations and stakeholders.

What you Bring to Daily Bread

- Degree in Human Resources Management or equivalent, with CHRP or CHRL designation
- A minimum of 6 years' Human Resources experience in a fast-paced environment, preferably with at least 2 years in a not-for-profit organization
- Considerable experience in assisting to develop and implement human resources strategies in one or more of the following Human Resources areas: recruitment and retention, staffing, human resource planning and management, training and development, payroll and/or labour relations consultation.
- Strong business and HR acumen, including strong problem-solving skills, critical thinking and self-initiative with a track record on delivering commitments
- Objective driven mindset with high capability of work prioritization and data analytics to drive results
- Ability to exercise judgement and discretion and apply a broad perspective requiring an integrated knowledge of human resource management, related disciplines and business processes
- Ability to maintain accurate, detailed documentation and records
- Highly developed interpersonal skills with the ability to effectively develop and cultivate productive working relationships with staff at all levels of the organization
- Excellent presentation and communication skills and ability to communicate effectively, both orally and in writing, with various levels of staff within the organization.
- Strong organizational skills with the ability to manage competing interests in a customer service coordinating, environment.
- A thorough knowledge of employment and related legislation (e.g., Ontario Labor Relations Act, Occupational Health and Safety Act, Workers Safety and Insurance Act, Human Rights Code, Employment Standards Act), equity principles, contractual obligations and sound human resource practices.

Considerations for you

- Creative, kind, fun, and passionate team culture.
- Active social committee.
- Free daily lunches when on-site at 191 New Toronto St office
- Regular business hours, Monday to Friday with occasional events that you can accrue lieu time for.
- professional development stipend
- Employer paid group health benefits and RRSP Match

WORKING CONDITIONS

You will work in an office/warehouse environment. The warehouse environment is only partially climate controlled. There is occasional overtime during the week and less often, on weekends.

How to Apply

To be considered, applicants must submit a **resume** by **October 31st, 2022** to Human Resources – hr@dailybread.ca. Interviews for the position will be conducted on a rolling basis.

Daily Bread Food Bank is an equal opportunity employer and encourages applications from members of designated groups. Persons with disabilities who need accommodation in the application process, or those needing job postings in another format, please e-mail a request to Human Resources.

To support Daily Bread's mandatory Covid – 19 vaccination policy, candidates/employees being considered for employment are required to provide proof of vaccination as a condition of employment prior to their start date unless they have been provided with accommodation in accordance with the Human Rights Code.

Daily Bread Food Bank thanks all individuals who apply for this position and will only contact candidates who are selected for an interview.