



## Manager, Human Resources

The Ontario College of Pharmacists (OCP) is the registering and regulating body for the profession of pharmacy in Ontario with a mandate to serve and protect the public interest by ensuring Ontario's pharmacy professionals provide quality pharmaceutical service and care. The College sets and ensures ongoing adherence to professional and operational standards as it leads the advancement of pharmacy through transparency, accountability and excellence. The College is currently recruiting to fill the position of **Manager, Human Resources** to provide leadership, training and guidance on issues associated with planning, implementing, managing and evaluating HR services, policies and programs to promote and support the goals and objectives of the College.

### Position Summary

The Manager, Human Resources is responsible for the oversight of core HR portfolios including recruitment and staffing, employee relations, policy development and monitoring, compensation programs, benefits and pension programs, employee health, safety and wellness and legislative compliance. There is currently a specific expectation for a structured approach to performance management and improvement systems that will facilitate organizational change in response to society's changing expectations of regulators. The incumbent will apply a strategic approach to the recruitment, performance management and compensation activities with a view to supporting the creation of a robust and agile team of skilled professionals to meet this objective.

### Responsibilities

- Contribute to the development of operational objectives which align with the mandate of the College and strategic priorities set out by Council
- Design, deliver and implement custom solutions that build leadership capabilities, enhance worker engagement and improve team and individual performance to drive business results
- Develop, implement and manage HR programs, progressive practices and policies for recruitment, training, employee relations, total compensation, performance and compliance with legislated requirements
- Maintain currency of relevant legislation and scan the external environment to assess industry trends and best practices
- Provide advice and counsel to staff and management

### Key Attributes

- Strategic thinker with strong business acumen
- Excellent communicator
- Inspirational and articulate leader
- Critical thinker with exceptional judgment
- Strong stakeholder management and service oriented
- Change agent
- Highly organized and detail oriented
- Self motivator with a "can-do" attitude

We are accepting applications provided you have the following qualifications:

- Post secondary degree in Human Resources
- Minimum six (6) years experience as a Manager, Human Resources
- Minimum three (3) years experience managing, setting and measuring performance objectives for staff
- CHRP/CHRL designation and member of the HRP in good standing
- Proven success in leading change initiatives and assessing organizational behaviour
- Knowledge and detailed understanding of Human Rights, Employment Standards Act Ontario, Accessibility for Ontarians with Disabilities Act, Occupational Health and Safety and Pay Equity
- Knowledge of Project Management principles
- Budget management and planning
- Demonstrated ability to lead and provide guidance and direction to staff across the organization to adopt suggestions, approach, policy or standard in order to get the organization to a common goal.

The College offers a competitive total compensation package and the opportunity to telecommute 50% of the time. OCP head office is located downtown Toronto, Ontario. Compensation will be commensurate with experience and suitability to the role.

If you are interested in leading College staff at this exciting time, please forward your cover letter and resume in one document, by January 19, 2018 stating salary expectations to **hr@ocpinfo.com**

*OCP is committed to supporting accessibility and diversity.  
Requests for accommodations can be made at any stage of the recruitment process.  
Applicants need to make their requirements known when contacted.*

*We wish to thank all applicants for their interest in this position.  
We will only contact those whose skills, knowledge and experience  
most closely match the requirements of the position.*