



HUMAN RESOURCES MANAGER - EMPLOYEE EXPERIENCE

Are you passionate about fostering a positive and engaging workplace? We're seeking a dynamic and progressive leader to enhance our employee experience and strengthen our workplace culture. As our HR Manager - Employee Experience, you'll play a pivotal role in shaping and implementing strategies that promote employee satisfaction, engagement, and well-being. Your expertise in employee relations will be crucial in ensuring a harmonious and productive work environment.

In this role, you will provide comprehensive advice on Human Resources programs, policies, and procedures, aligning with our vision and values. You will oversee the administration and support of Health and Safety, Benefits, Leaves of Absences, Disability Management, and RSP plans, ensuring that our employees receive the support they need. We are looking for a candidate who is both strategic and hands-on, able to drive innovation and execute plans effectively. If you're ready to make a significant impact and champion a positive employee experience, come be a part of our mission to create a thriving and supportive workplace.

PLASP Child Care Services is a charitable organization operating on a not-for-profit basis, providing high quality early learning and child care, for children up to 12 years of age. PLASP operates programs in more than 240 schools providing before and after school care. PLASP also operates 31 full-day early learning and child care centres and 6 EarlyON locations for children from 0 – 6 years.

PLASP is committed to hiring, training, and fairly compensating staff. All Ontarians have the right to equal treatment with respect to employment without discrimination or harassment. We believe that everyone has worth and value, and that all staff are entitled to be respected, supported, and treated fairly by their co-workers and supervisors.

THE POSITION INVOLVES...

The successful candidate will provide a full range of duties, including:

- Manages and oversees the portfolios and direct reports responsible for the administration and support of Health, Safety and Wellness, Benefits, Leaves of Absences, Disability Management, and RSP plans
- Provides consultative support on Human Resources matters (e.g., employee performance, employee conflict, attendance, discipline, and dismissal) to Senior Management, Regional Managers, Area Managers, and Administrative Managers
- Prepares comprehensive document files for employee disciplinary matters
- Investigates complaints of workplace violence and harassment
- In collaboration with the Vice President, Human Resources, develops and implements a strategy to enhance the PLASP employee experience
- Assists with implementing and monitoring the organization's Pay Equity and Job Evaluation Plan
- Collaborates with the Vice President, Human Resources to develop new or revise existing policies and procedures as required
- Ensures compliance with the Occupational Health and Safety Act and its regulations
- Manages the early and safe return to work and accommodation processes, wellness programs, WSIB claims management, and accident investigations

- Ensures the implementation and maintenance of Health and Safety policies and procedures
- Collaborates with legal counsel as needed
- Ensures effective conflict resolution
- Works with the Vice President, Human Resources, and DEI Manager to develop and implement the organization's Diversity and Inclusion program
- Ensures all employment policies are up to date and relevant
- Provides advice regarding organizational policies and procedures

THE PREFERRED CANDIDATE WILL HAVE...

- University or Post-secondary Degree with a certificate or designation in Human Resources or equivalent experience
- Minimum of three years supervisory experience at the management level
- Experience in at least three (3) HR functions
- In-depth knowledge of Human Resources management
- Proficiency in employment law
- Proven leadership and coaching skills
- Excellent management, organizational, leadership, and training skills
- Exceptional presentation and facilitation skills
- Ability to provide employee relations leadership in a diverse professional environment at all levels, including volunteers and community representatives
- Experience in child care services or similar fields is an asset
- Strong communication, analytical, and human relations skills
- Proven ability to collaborate, mediate, and resolve conflicts
- Demonstrated business acumen and professionalism

PLASP OFFERS...

- A positive and supportive working environment.
- Growth and learning opportunities.
- Hybrid work model that embraces both on-site and remote work to support each team's core priorities
- A competitive compensation package.
- Vacation starting at four weeks vacation
- An opportunity to make a difference in the lives of children.

HOW TO APPLY...

To apply for this exciting opportunity, please visit [Careers - PLASP](#). PLASP invites all applicants to submit their resume and cover letter for consideration no later than **Thursday, July 18, 2024**.

PLASP Child Care Services is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Human Resources will work with applicants requesting accommodation at any stage of the hiring process.

Please visit www.plasp.com for more employment information.