



DIRECTOR OF HUMAN RESOURCES

Work Location: **Remote, Jarvis** | Reports to: **CEO** | Full or Part Time: **Full Time**

SCOPE:

The Director of Human Resources (HR) is a trusted advisor to the organization in all aspects of managing human resources, is an expert in the field of developing and nurturing a culture of trust and is responsible for the overall long-term strategy of human resources including training, onboarding and offboarding, compensation philosophy, performance management, conflict management, employee engagement, developing and maintaining company policies, legal and legislative policies and compliance thereto; and managing and monitoring human resource risk.

The Director of HR will be responsible for ensuring that Nova Mutual's HR strategies, practices and policies are aligned with Nova's strategic objectives, supports prudential management, and represents best practice

in human resource practices within the sector Nova Mutual operates, and its size culture and risk profile. All the while maintaining a robust and accountable human resource accountability framework, the Director will also ensure a positive and engaging work environment to ensure employee satisfaction, productivity and retention.

Working closely with the Leadership Team, the Director of HR will contribute to the successful achievement of Nova's values, vision, and goals. The Director of HR reports directly to the CEO and will build strong and productive relationships with other key internal stakeholders.

The Director of HR will work from our Head Office in Jarvis Ontario and remotely.

KEY RESPONSIBILITIES

LEADERSHIP

- Act as a trusted advisor to senior leadership, driving innovative HR initiatives that boost organizational effectiveness and foster a vibrant employee culture.
- Participate in the Board of Directors Human Resources Committee as an advisor on policies and practices as they relate to HR and managing HR risk, including drafting reports and reporting on legal and regulatory compliance.
- Champions a high performing environment and implements a strategy that attracts, retains, rewards, develops, motivates and empowers employees by fostering an inclusive work environment.
- Working closely with functional teams to achieve the optimal culture in alignment with company strategic goals while optimizing the organizations' structure and available resources.
- Develop and manage the HR department budget.

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DIRECTOR OF HUMAN RESOURCES**KEY RESPONSIBILITIES (CONT.)****STRATEGY**

- Develop and support the implementation of human resource strategies that foster a positive work culture to support employee satisfaction and retention.
- Advise senior leadership on the human resource implications associated with enterprise-wide initiatives and strategies.
- Be a strategic thinker and be able to find outside the box solutions.
- Familiar with HR strategies and HR due diligence as they relate to M&A activities.

EMPLOYEE ENGAGEMENT & CULTURE

- Create, distribute and analyze employee surveys to gather frank employee feedback used to inform and create Nova's overall engagement strategy and develop ways to improve company operations and the employee experience.
- Coach managers on handling employee questions, assist with issue resolution of employee complaints and requests that pertain to workplace policies and general terms and conditions of employment.
- Manage and resolve employee relations issues escalating issues to legal counsel as appropriate.
- Counsel managers in handling employee performance issues including decisions around disciplinary action and review of any related documentation prior to meeting with employee.
- Orientation, onboarding and socialization of the Nova Mutual Culture.

LEGAL & COMPLIANCE

- Research, consult and advise Leaders on issues of discipline, dismissal, interpretation and application of labour and employment law.
- Apply and interpret employment and labour law to manage company HR risk.
- Ensure policies, procedures and manuals are up to date on legislative requirements.
- Implement Health and Safety related awareness across the organization per ESA standards.
- In consultation with legal counsel, develop standardized employee onboarding/offboarding documentation, including offer letters, employment contracts, and other required employee documentation.
- Ensure that employee records remain secure, private and confidential and ensure that an appropriate records retention process is in place that satisfies legal and regulatory requirements.
- Benefits liaison with OMIA regarding the Employee Benefit Plan and Pension Plan.

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DIRECTOR OF HUMAN RESOURCES**KEY RESPONSIBILITIES (CONT.)****WORKFORCE PLANNING & TALENT MANAGEMENT**

- Recruitment of and interviewing of qualified prospective talent as required and completing necessary due diligence.
- In consultation with senior leadership, develop succession plans as appropriate throughout the organization.
- Job description development ensuring a connection to predefined core competencies.
- Oversee and manage a performance appraisal system that drives high performance while recognizing and rewarding employee contributions.
- Developing and managing the overall compensation strategy (salary ranges, incentives and benefits) for the organization.
- Managing wellness programs and return to work programs as required.

EDUCATION & EXPERIENCE

- Undergraduate degree in a Human Resource Management or related field.
- CHRP/CHRL designation is a must.
- 7-10+ years' experience in a progressively senior HR role, post certification.
- Strong working knowledge of Ontario employment legislation and requirements.
- Direct experience working with senior executives.
- Strong report and content writing and editing skills demonstrating creativity, accuracy and attention to detail.
- Excellent communication skills, both written and verbal (e.g. conference calls and in-person presentations); comfortable in dealing with varied audiences, including senior executives and Board committees.
- Experience in the mutual sector would be a benefit.
- Experience in a regulated environment would be a benefit.
- Experience reporting to a Board and/or HR Committee would also be a benefit.

At Nova Mutual, we are committed to cultivating a diverse, equitable and inclusive place of work. Diversity is not just a concept we occasionally speak to and is then forgotten. It is demonstrated in how we deal with our Members and our People, how we support the communities in which we live and work and how we conduct our daily business interactions. We are an equal opportunity employer. Persons with disabilities requiring accommodation in the application process, or those requiring job postings in an alternate format, please advise via recruitment@novamutual.com.

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