

People & Culture Advisor (Talent Management)

DEPARTMENT	People, Culture and Growth
REPORTS TO	Director, People and Culture
DATE EVALUATED	October 2021
UNION STATUS	Out of Scope
GRADE	6
SECURITY LEVEL	Reliability Status
LINGUISTIC PROFILE	Bilingual Preferred

Purpose of Position

The Canadian Museum for Human Rights (CMHR) is centered around the idea that respect and understanding of human rights can serve as a positive force for change in the world. The People and Culture Advisor (Talent Management) will collaborate with others in the organization to support our collective efforts to build a workplace culture that is inclusive, equitable, innovative, and focused on inspiring action.

Reporting to the Director, People and Culture, the People and Culture Advisor (Talent Management) provides knowledgeable and influential advice, guidance, recommendations and support to leaders and employees on challenges and opportunities related to talent management matters including talent acquisition, retention, development and engagement, performance management, succession planning, leadership development matters, along with collaborating on/supporting employee relations, labour relations, occupational health and safety, and other related People and Culture (PC) matters. The job supports the attraction, retention, cultural and engagement priorities, and values of CMHR to ensure the delivery of a seamless full-cycle recruitment framework and process that fulfills business talent acquisition needs.

The incumbent will be a strong, insightful, empathetic, and thoughtful communicator, critical thinker and influencer, and will bring a collaborative approach to their work which typically involves sensitive and confidential people matters, situations and solutions.

Key Responsibilities

- Contributes to a culture that promotes respect, equity, inclusion and innovation, and models anti-racist and accountable behaviours.
- Leads the development, implementation and evaluation of approved talent management programs, services and tools at the CMHR including: creating an innovative and proactive overarching talent acquisition and management framework; proactively sourcing talent and developing talent pipelines; preparing sourcing policies and processes; providing overarching advice and guidance during the pre-selection and entire staffing process encompassing the design and implementation of an interview questions library and identification of candidate evaluation methods; collaborating on the development and maintenance of the CMHR onboarding and orientation programs; performance management program and succession planning program development; identifying and recommending employee and leadership development opportunities and participating their delivery.
- Collaborates and partners with the PC team and management and coordinates the delivery of recruiting and selection activities for identified job openings following the CMHR's related processes.
- Supports and contributes to forecasting future CMHR workforce needs, proactively preparing flexible recruitment strategies and hiring plans based on data, trends, and market intelligence.
- Supports and promotes decolonization, diversity, equity, and inclusion in the CMHR workplace and drives candidate sourcing and recruitment/selection programs to leverage recruiting strategies that attract candidates with diverse backgrounds, experiences, and perspectives.
- Leads/collaborates on the establishment, coordination, and maintenance of the CMHR's Job Evaluation Management program and process for the organization, including participating in the job evaluation of CMHR jobs.
- Identifies and prepares programming metrics and reporting for talent management matters to facilitate the analysis, evaluation and enhancement of talent management programs and activities.
- Partners with leaders and employees to facilitate solutions and to deliver counsel and guidance relating to employee and labour relations matters, including the application of human resource policies and procedures, work performance challenges, duty to accommodate situations, sensitive/confidential matters, recognition/engagement opportunities, attendance and disciplinary matters, interpersonal conflict, etc.
- Collaborates with and supports the PC team in the provision of guidance on compliance with related occupational physical and psychological health and safety regulations, policies and principles.
- Stays current on related legislation/regulations, trends, best practices, and new initiatives.

Required Qualifications

- Education at the post-secondary level including formal human resources training (e.g., completion of a HR certificate, diploma, or related degree) and at least 5 years' experience in a HR role in a unionized environment, providing talent management, recruitment, employee and labour relations, occupational health and safety coordination, or an equivalent combination of work/life experience and education.
- Commitment to human rights principles, including respect, equity, inclusion, and dignity for all.
- Demonstrated understanding of and experience with:
 - developing/implementing talent management frameworks, programs and services encompassing all aspects of the recruiting/selection cycle that result in the attraction, retention, and engagement of talent.

- providing guidance and support on employee relations matters including dealing with work performance challenges, workplace/interpersonal conflict, duty to accommodate principles.
- providing guidance on labour relations matters, supporting the collective bargaining process, administering the collective agreement, nurturing positive relationships, building management and employee knowledge and skills on labour/employee relations principles through training.
- federal employment law, collective bargaining and labour relations principles and occupational health and safety requirements.
- Strong office computer skills, specifically in Microsoft Office (Word, Excel, and Outlook); strong familiarity with recruitment tracking software and talent management systems.
- Ability to maintain strict confidentiality.
- Strong facilitation, oral and written communication skills,
- Critical thinking, analytical, research, problem-solving and attention to detail skills.
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- Strong collaboration and conflict resolution skills.
- Ability to develop rapport with diverse individuals at all levels, providing superior customer service.
- Strong time management skills, with the ability to work under pressure, and prioritize.

Desired Qualifications

- A CPHR designation (or currently pursuing the CPHR), or similar designation, would be an asset.
- Experience with online Applicant Tracking System and/or HRIS and job evaluation.
- Knowledge of HR best practices, gained through direct involvement and through study.
- Ability to communicate with proficiency in both official languages, written and oral.

Official Language Proficiency

- Bilingual preferred CCC: Written comprehension (advanced), written expression (advanced), oral proficiency (advanced) in French.

Other

- Standard work week with occasional requirement to work beyond normal working hours.
- Occasional exposure/responding to stressful, emotional employee relations/labour relations matters.
- Opportunity and flexibility to take breaks and control over pace of work.
- Work is in an office environment and may require long periods at a desk, time in front of a computer.
- May undertake some travel (infrequent) in the carrying out of the responsibilities of the job.

Conditions of Employment

- Security Screening Level – Reliability Status
- Child Abuse Registry Check