



Director of Human Resources and Payroll - Empower Regional Group's Success

Are you a seasoned Human Resources professional ready to significantly impact a dynamic and thriving organization? Regional Group is seeking a Director of Human Resources and Payroll to lead our HR strategies, initiatives, and foster a culture of excellence and growth. This pivotal role involves overseeing all facets of HR, from talent management and compliance to employee engagement and risk management. Join us in shaping the future of our organization as we continue to expand and excel.

About the role

Your key accountabilities will include:

- Talent Management and Succession Planning: Collaborate with senior management to strategize workforce needs, develop internal talent pipelines, and drive leadership development initiatives.
- Talent Acquisition: Manage recruitment processes, prepare job descriptions, conduct interviews, and ensure onboarding excellence for new hires.
- Onboarding and Offboarding: Administer seamless onboarding experiences and oversee exit processes, including security clearances when necessary.
- Performance Management: Lead performance management processes, ensuring consistency and regular evaluations throughout the organization.
- Employee Relations: Act as a mediator and advisor for employee relations matters, maintaining confidentiality and resolving conflicts.
- Employee Engagement: Devise strategies to enhance employee engagement, satisfaction, and overall experience, fostering a positive and caring company culture.
- HR Metrics and Analytics: Utilize HR data to identify trends and opportunities, guiding data-driven decision-making across the organization.
- HR Technology and Systems: Evaluate and manage HR software systems, enhancing data management and reporting capabilities.
- Payroll and Benefits: Oversee payroll and benefits administration, ensuring accurate and compliant processes for all employees.
- Employer Branding: Collaborate with marketing to build and promote the organization's employer brand, internally and externally.
- HR Compliance and Legal Matters: Stay updated on labor laws, ensuring HR practices are compliant; coordinate with HR lawyers when needed.
- HR Risk Management: Identify and mitigate HR-related risks, aligning HR practices with risk management principles.
- Presentations and Reports: Prepare managerial reports and presentations for senior management and staff meetings.
- HR Department Budget: Manage the HR department's budget effectively.

- Health and Safety: Serve as the Joint Health and Safety Committee employer representative, coordinating necessary training.
- Office Management: Oversee office-related functions, such as space planning and supplies coordination.

About you

You have/are:

- Experience: Minimum 5 years in Human Resources, including recruitment experience.
- Education: Post-secondary education or equivalent professional training.
- Legal Knowledge: In-depth understanding of Ontario Labour Law and Employment Standards Act.
- Skills: Strong emotional intelligence, relationship management, and conflict resolution skills.
- Compliance: Thorough knowledge of HR legislation, practices, and employment law.
- Technology: Familiarity with HRIS software and MS Office suite.
- Communication: Excellent verbal, written, and presentation skills.
- Organization: Exceptional organizational abilities, prioritization, and multitasking skills.
- Confidentiality: Demonstrated practice of maintaining high levels of confidentiality.

About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of Integrity, Commitment, Innovation, Attention, Balance, Gratitude, and Leadership.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for over 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

We offer a dynamic opportunity with an attractive base salary and benefits. Should Regional Group and this position be a good match for you, please email your cover letter and resumé to:

recruiting@regionalgroup.com.

If you are an applicant with disabilities and require accommodation, please let us know in advance so that we may arrange for their provision.