



## We're Recruiting For...

# Human Resources Manager

As the Human Resources (HR) and Labour Relations (LR) subject matter expert at the Centre, the HR Manager is responsible for leading the Centre's HR strategy, development, implementation, evaluation and reforms, including new, progressive, HR initiatives in support of the Centre's organizational mandate and various responsibilities as an Employer.

This is a dynamic position that requires the incumbent to provide support for both unionized and non-union staff/managers in Arts Education, Theatre and Guest Services, Art Gallery, Building Operations, Catering, and Administration.

Responsibilities of the HR Manager include, but are not limited to:

- Providing day-to-day HR/LR support to the Centre's management team; including employee performance management, interpretation and application of employment agreements, employment legislation, and conflict resolution;
- Oversee the hiring process including position descriptions, job postings, screening and interviews;
- Develop and facilitate employee training, including an onboarding strategy and recommendations of appropriate professional development;
- Lead the development and execution of the Centre's strategy and policies regarding Equity, Diversity, Inclusion, and Anti-racism;
- Establish and maintain productive, professional working relationships with union representatives;
- Provide interpretations, and advise management of collective agreement language;
- Negotiate collective agreements on behalf of the Centre in cooperation with the CFO and other Senior Directors;
- Review and respond to grievances according to collective agreements;
- Maintain existing and draft new employment policies and procedures.

The ideal Candidate will have:

- 7 years or more of progressive experience in HR/LR and leading to a leadership role/senior-level position;
- Bachelor's Degree in Business Administration or equivalent combination of education and additional years of experience in a related field;
- Advanced level of proficiency with the English language for speaking, reading, writing, and comprehension in a professional setting; ability to communicate, present, and engage with a variety of audiences and diverse populations (including speaking to large audiences);
- Demonstrated knowledge of HR/LR best practices and current issues, including Health & Safety, Recruitment & Retention, Policy, and Training/Development;



- Extensive experience interpreting contracts, employment legislation, and collective agreements and providing reliable advice to Management and Senior Director-level stakeholders;
- Previous experience working in a unionized environment, preferably with two or more bargaining units;
- Dependable and goal-oriented with a demonstrated ability to handle and prioritize multiple ongoing/overlapping projects and tasks.

The following would be considered an asset:

- Master's Degree in Human Resources, Employee or Industrial Relations, or a related field;
- Knowledge of, or previous experience working in the Arts, particularly Theatres, Art Galleries, Museums, or Arts Education;
- Bilingualism (French/English).

### How To Apply

By email to the attention of Jodi Zver, Chief Financial Officer at [jzver@confederationcentre.com](mailto:jzver@confederationcentre.com) or in hard copy during regular business hours at the Security Desk of the Administration Offices located at **145 Richmond Street** in Charlottetown.

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from the BIPOC community, persons with disabilities, and other under-represented groups. Where requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.

**Closing Date: 12pm Noon Monday, July 13, 2020**