



**Fondation
Rideau Hall
Foundation**

Manager, People and Culture - Permanent Full-Time Position

Igniting our Shared Potential

The Rideau Hall Foundation (RHF) is an independent and non-political charitable organization that serves to shine a light on Canadian excellence, and to create the conditions for more Canadians to succeed and to thrive.

Now in its 10th year, the RHF has become a catalytic platform to connect people, causes and organizations which – while they will exist for differing purposes – share a common belief in and commitment to the potential of Canada.

With partners across all sectors, the RHF works to build a better Canada through a range of initiatives linked to learning, leadership, giving and innovation. Grounded in values of equality and access to opportunity, our initiatives are national and create positive impact in every province and territory.

As part of the RHF Operations team, the Manager, People and Culture, based in Ottawa, will play a key role supporting programs that align with our values and build an enriching employee experience.

Reporting to the Director, Operations the Manager, People and Culture will encourage a culture that reinforces the employee value proposition, celebrates our employees, and differentiates RHF from other workplaces. The dynamic individual with an inclusive mindset who holds this position supports the Rideau Hall Foundation by administering human resources planning, recruitment and retention strategies, managing employee relations, and advising on policy development to comply with relevant legislation.

If you see yourself in this role, you are organized, empathetic and passionate about building relationships and great culture. You enjoy a collaborative environment and like sharing your creative ideas.

We look forward to hearing from you as to what you can add to our dynamic team and what we can learn from you and your experience.

For more information on RHF, please see: <https://www.rhf-frh.ca/>.

RESPONSIBILITIES

- Support the development of a culture of inclusive and collaborative teams, in which people feel both agency and supported.
- Contribute to the talent acquisition strategy to ensure staffing needs are met.
- Provide full cycle recruitment including drafting of employment agreements, onboarding, leave management, return to work processes, conclusions of employment, offboarding and all required documentation.
- Manage the development, application, and review of HR policies, ensuring RHF's policies and practices comply with relevant legislation and jurisdictions.
- Manage RHF's performance management program contributing to the evolution of our approach to talent and succession management, including designing programs to enable the active development of talent, facilitating talent review processes, and ensuring follow up activities are delivered.
- Manage staff training and professional development consistent with RHF's culture and values, that aligns with the organization's human resources strategy and ensuring compliance with relevant legislation and jurisdictions.
- Collaborate with the Finance team on all aspects of payroll.
- Maintain the HRMS and manage retirement and benefits administration.
- Evaluate and measure key HR metrics to assess employee engagement, recruitment success and attrition.

- Monitor and analyze leading trends and best practices in HR practices and programs to ensure RHF remains competitive relative to its people practices.
- Contribute to the identification, analysis and mitigation of HR-related risks.
- Support staff-led committees.
- Manage relationships with external specialists and vendors.
- Support budget processes and tracking for HR-related areas.
- Carry out other duties as appropriate and as assigned by their Manager.

QUALIFICATIONS AND COMPETENCIES

- A post-secondary degree or a combination of relevant training, education and experience.
- CHRP designation attained and in good standing or in progress.
- Human resources generalist with minimum 3 years' experience in an HR role.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working environment.
- Familiarity with strategies for advancing equity, diversity and inclusion and identifying and addressing systemic barriers and exclusionary practices.
- A passion for building great culture.
- Able to operate and thrive in a collaborative environment as well as to work independently.
- Demonstrated flexibility and initiative, very strong interpersonal skills, the ability to build trusted and respectful relationships and to manage multiple competing priorities.
- Sound experience and knowledge in employee relations, employment legislation, HR best practices, HR policy and processes including performance management and compensation.
- Excellent office administration and organization skills.
- Experience working with employment standards legislation across multiple provinces and territories an asset.
- Knowledge and/or work experience in the non-profit or charitable sector as asset.
- Strong English written and verbal communication proficiencies, bilingualism in French and English an asset.
- Strong competency in Microsoft applications including Word, Excel, and Outlook and familiarity with HRMS.

WORKPLACE ENVIRONMENT

- The RHF is a dynamic work environment that values collaboration, creativity and trying new things.
- Flexibility to work select evenings and weekends as required and possible travel across Canada.
- RHF is located in Ottawa, ON. This position will be based in Ottawa (hybrid of work from home and at the office).

Anticipated Hiring Range: \$68 500 - \$85 000 + home office/equipment support, benefits and retirement plan (for more information, please feel free to reach out).

Candidate must successfully pass all required security clearances.

Please submit your resume and covering letter to the following address by October 30th, 2022:
KathyBedard@McConnellHRC.com.

The Rideau Hall Foundation is an equal opportunity employer. We strongly encourage applications from all qualified candidates, including those who are Indigenous, Black, racialized, LGBTQ2S+, women, persons with disabilities, members of visible minorities and other equity-seeking groups. We seek to build a workforce that reflects the communities we serve.

The Rideau Hall Foundation will provide accommodations upon request during the recruitment, selection and assessment process for candidates with a disability.

We thank all candidates for their interest; however only those selected for an interview will be contacted.