

# Human Resources Manager

*Ready to make your mark in the Arts?*



Established in 1959, Canada's National Ballet School (NBS) is one of the world's foremost training institutions for aspiring young dancers and teachers. Attracting students from across the country and around the world, NBS is the only ballet academy in North America to provide elite dance training, academic instruction and residential care on the same campus. The School's progressive curriculum, with its emphasis on the physical and emotional well-being of the student, has put NBS at the forefront of dance training internationally. Making dance relevant to all persons through its philosophy of 'sharing dance' sees NBS engaging a diverse mix of participants, from school children to people living with Parkinson's Disease, in both on and off-site classes. Please visit [www.nbs-enb.ca](http://www.nbs-enb.ca) for more information. NBS is located at 400 Jarvis Street, Toronto.

Canada's National Ballet School is currently accepting applications for the **Permanent Full-Time** position of

## HUMAN RESOURCES MANAGER

Reporting to the Executive Director, the HR Manager will be responsible for the leadership and facilitation of key HR strategies as well as developing a productive, diverse, and engaged workforce in support of the School's strategic objectives. The incumbent is responsible for leading and supporting a full range of human resources operations for the School, such as: workforce planning, talent management, policy development, employee relations, health and safety and HR reporting & analysis.

### **Major Duties and Responsibilities include:**

- Manage a team of 3 human resources professionals; including planning, scheduling, employee performance, task management; manage operational budget for the HR department.
- Provide key leadership in advancing the Equity, Diversity and Inclusion imperatives, specifically around recruitment activities and fostering an equitable and inclusive workplace.
- Develop and implement human resources policies and procedures; interpret policies and procedures, investigate complaints and concerns; evaluate and offer possible courses of action; provide advice, guidance and direction.
- Work with budget managers to develop and monitor salary and benefit budget for the organization.
- Develop and manage recruitment, orientation and placement programs; counsel managers on candidate selection.
- Oversee pension/benefit program; study & assess benefit needs & trends; make recommendations for changes/updates.
- Ensure compliance with all applicable legislation (ESA, OHSA, AODA, etc.).
- Oversee the effective operations and compliance of the Joint Health and Safety Committee.
- Implement organization development programs (e.g. Performance Management); recommend individual training programs; develop succession plans; recommend organizational restructuring.

### **Qualifications/Skills/Experience:**

- 10 years generalist experience, with 3+ years in a leadership role. CHRL designation or equivalent experience.
- Extensive experience in supervising, motivating, and developing the skills of employees.
- Demonstrated knowledge and experience in the application of employment-related legislation (Pay Equity, ESA, Ontario Human Rights Code, AODA, Pension Benefits Act, and OHSA & WSIB).
- Key leadership experience in salary and benefit budget development for an organization.
- Strong skills in performance management and managing employee disputes.
- Strong analytical and problem-solving skills; excellent organizational, time-management, and interpersonal skills.
- Exceptional communication skills, both written & verbal; superior judgment in dealing with confidential & sensitive information.
- Strong computer skills including advanced knowledge of Microsoft Office (Outlook, Word, PowerPoint and Excel).
- Extensive experience with Human Resource Information Systems - experience using *ADP people@work* and *ADP Workforce Now* would be a definite asset.

Successful candidates must supply Canada's National Ballet School with a *Vulnerable Sector Police Reference Check*, in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be coordinated through the Human Resources Department of NBS.

Qualified applicants should direct applications, including resume and cover letter, **with salary expectations**, to [careers@nbs-enb.ca](mailto:careers@nbs-enb.ca) by **February 14, 2021\***. Please include "Human Resources Manager 2021" in the subject line of your email.

\* Consideration of applications will begin **immediately** and continue until the position is filled. NBS thanks all candidates for their interest; however, only those selected for interviews will be contacted.

**Anti-Oppression/Anti-Racism at NBS:** NBS is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

*NBS is committed to accessible employment practices, in compliance with AODA. Requests for accommodation may be made at any stage of the recruitment process, applicants are asked to make their needs/requirements known.*