



Position Profile

Director, People and Culture 2023



About Cystic Fibrosis Canada (CF Canada)

Cystic Fibrosis Canada has dramatically changed the cystic fibrosis story, advancing research and care that has more than doubled life expectancy. Since being founded by parents in 1960, Cystic Fibrosis Canada has grown into a leading organization with a central role engaging people living with cystic fibrosis, parents and caregivers, volunteers, researchers and healthcare professionals, government, and donors, all working together to change lives through treatments, research, information and support. Despite remarkable progress, the fight is not yet done; children with cystic fibrosis still have only a 50% chance of living beyond their 50s. The organization's goal is to keep pushing, keep going further, until all people with cystic fibrosis can and do experience everything life has to offer—and enjoy everything life has to offer.

www.cysticfibrosis.ca

The Role

Reporting to the Chief Financial Officer, the Director, People and Culture is responsible for the planning and execution of all human resources activities at CF Canada including planning and development (15%), policy and process improvement (35%), recruitment and retention (15%), employee engagement (20%), and staff and vendor management (15%).

The incumbent supports the organization's cultural and employee initiatives. They will ensure that the management of day-to-day HR activities and systems contribute to the achievement of CF Canada's business strategies and priorities.

An essential element of the position will be to monitor, identify, and report on emerging national and global trends and issues in the workplace, and help CF Canada plan for and manage the opportunities and effects they create. This will demand close collaboration with the senior executive team on strategic initiatives and the setting of policy.

Key Responsibilities

Human Resource Planning and Development (15%)

- Support the development and implementation of a strategy that supports CF Canada's business objectives and capitalizes on an engaged, committed, and high-performing staff.
- Help members of the executive team meet their business objectives by leveraging the talents, skills, knowledge, creativity, and sense of purpose that already exist within the organization.
- Prepare the annual operating plan and budget for staffing and organizational culture.
- Play a leadership role in ensuring that diversity, equity, and inclusion are fundamental components of the CF Canada workplace.

Policies, Process Improvement, and Human Resources Operations (35%)

- Manage and coordinate processes related to the employee lifecycle, including talent attraction, selection, onboarding, development, retention, performance management, termination, and offboarding.
- Manage payroll and benefits programs and ensure that employees are well informed about their benefits, pension, and payroll.

- Manage employee relations through the creation and maintenance of policies and procedures.
- Manage confidential employee data within the HRIS system and produce reports for key personnel metrics.
- Manage compliance and risk according to legislative policies and requirements in Canada and provide support to provincial chapters.
- Oversee the Joint Health and Safety Committee to maintain a healthy, safe, and accessible working environment for all staff members.
- Facilitate the development of organizational talent through the annual performance review process and development of a professional development program.

Recruitment and Retention (15%)

- Support leadership in creating dynamic staffing strategies and reviews of the organizational structure related to staff size, retention, and succession.
- Create a talent management/retention strategy that attracts the best employees and helps them achieve their full potential.
- Complete regular market reviews to maintain a competitive compensation policy and salary structure, and recommend adjustments as needed.

Employee Engagement (20%)

- Review annual engagement survey, produce needed reports, and support action planning.
- Lead initiatives to promote a culture of employee wellness and engagement.
- Ensure prompt, informative communication with employees on employment issues of concern to them, particularly with respect to maintaining a safe, healthy working environment.
- Enable and promote reward and recognition initiatives that drive performance and support organizational culture.
- Help build a cohesive, positive culture that is based on CF Canada's values and is integrated into every aspect of the organization.

Staff and Vendor Management (15%)

- Act as the primary point of contact with the human resources information system vendor.
- Liaise with legal counsel as appropriate.
- Manage HR staff personally and support them in their growth and development.

The Opportunity

CF Canada has a long-standing culture of respect and collaboration. People work autonomously and with support, offering them the opportunity to bring their best selves to work. The new Director will have the opportunity to work with this established and well-functioning culture, to spearhead the improvement of systems and processes, and to modernize how the work is done.

The Ideal Candidate

The ideal candidate has a minimum of 10 years of progressive work experience leading and delivering human resource services, ideally within a national organization. They are a well-rounded HR professional with experience in a wide range of areas involving people and culture—planning, operations, process and systems improvement, performance management, recruitment and retention, engagement, and staff and vendor management.

The ideal candidate has proven success working in a highly collaborative environment and a track record of accomplishments with measurable business results. They will be able to come to an interview and speak to the impact they have made on an organization's HR practices and their ability to successfully lead change and quality improvement initiatives. In particular, based on previous HR positions, they can demonstrate how they led the modernization of a sophisticated HR department.

The Director, People and Culture must be proficient in balancing the needs of the organization with the needs of the employees.

Personal Attributes

The Director, People and Culture is a mature business professional who is highly ethical and authentic. They can combine strategic thinking and planning with a hands-on, get-it-done work ethic. They can think of an overarching strategy while still ensuring the payroll is being executed efficiently. They enjoy improving processes and making things better while also being comfortable with large volumes of work, staying calm and flexible under pressure. They move quickly and get things done quickly. Finally, they are smart, honest in their approach, and curious, and are always keen to do the work and inspire others to want to work collaboratively with them.

Core Competencies

- Bachelor's degree with appropriate HR designation
- Able to develop and maintain positive relationships across diverse stakeholder communities to build consensus
- Able to balance the practical drive for results with empathy and compassion
- Creative problem solver, always a flexible thinker
- Demonstrates sound judgment and discretion
- Able to prioritize among many different activities and communicate these decisions to key stakeholders
- Skilled at managing systems and processes
- Logical thinker who is able to see what needs to be done and provide a well thought out and efficiently executed plan
- Excellent communication skills—understands how to formulate clear and consistent messages, so all employees understand the implications of decisions
- Excellent written and presentation skills

Location

The location is flexible for the ideal candidate. All viable candidates must be able to attend quarterly meetings in Toronto.

How to Apply

We thank all candidates in advance. We will, however, contact only those selected for an interview. To apply, please submit, in confidence, a resumé along with cover letter that sets out your interest in the role and highlights your relevant experience. Please include your salary expectations. The preferred method of application is online at searchsmartconnect.com/jobs

Cystic Fibrosis Canada is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

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