



Director, People Development (12-month contract)

Under the authority of the *Professional Engineers Act*, Professional Engineers Ontario (PEO) governs over 87,500 licence and certificate holders and regulates professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. Its vision is to be the trusted leader in professional self-regulation.

PEO has an immediate opening for a Director of People Development on a contract basis. Reporting to the Chief Administrative Officer, this position creates and leads people development practices and objectives that promote an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. The position is also responsible for developing and promoting best practices in workplace culture, focusing on the respectful engagement of staff, recognizing accomplishments, and building a supportive and energized environment that is consistent with PEO's statutory mandate and core values.

The incumbent is accountable for the management of all aspects of human resources functions, including workforce planning and talent acquisition, policies and procedures, employee relations, compensation and benefits, performance management, learning and development, and health and safety. This position is also responsible for PEO's volunteer and event management functions.

Main Responsibilities:

Human Resources

- Develop, implement and maintain sound human resources policies, practices and programs to assure good employee relations that will provide for a positive employer-employee relationship.
- Provide advice and guidance to management on human resources management issues.
- Determine and recommend employee relations best practices.
- Develop and monitor an annual budget.
- Develop and recommend PEO's overall compensation program, including salary administration and pension plan.
- Lead competitive market research to establish pay practices to recruit and retain superior employees.
- Lead the implementation of the performance management system, which includes performance development plans and employee development programs.
- Design, direct and manage an association-wide process of organization development that addresses issues such as succession planning and key employee retention.
- Develop and manage health and benefits programs.
- Manage the association-wide attendance management program.
- Lead the implementation of safety and health programs, including activities of the health and safety committee.
- Provide advice on human resources-related matters and coordinate with general counsel on human resources issues.
- Provide direction on employee training and educational assistance programs to upgrade managerial, technical and support-level productivity, and to develop employees for future advancement and job opportunities.
- Establish an in-house employee training system, including training needs assessment, new employee onboarding (orientation), and ad hoc training programs.
- Lead a results-oriented recruitment and selection process that focuses on director-driven recruiting, screening and applicant selection.



Volunteer Management

- Responsible for volunteer recruitment to meet the needs of the association's 24 committees and task forces. This includes: facilitating orientation and training of volunteers; recommending policies and protocols for effective volunteer management; and assisting committees and task forces with the development of volunteer role descriptions as well as work plans and HR plans.
- Develop and manage volunteer and staff recognition programs.
- Serve as committee advisor to the Advisory Committee on Volunteers, the Awards Committee and the Equity and Diversity Committee, as well as provide staff support to the Human Resources Committee.

Events Management

- Direct internal conference facilities by overseeing all PEO head office meeting space.
- Plan and organize all logistical arrangements for external PEO meetings in conjunction with relevant staff.

Qualifications for Position:

- University degree, preferably in Business Administration and/or degree in Human Resource Management/Industrial Relations or Adult Education
- Certification of professional designation (CHRL)
- A minimum of 15 years of human resources experience, preferably within an association management environment
- At least 5 years' experience in a senior human resource managerial capacity
- At least 3 years' experience with the development, delivery and assessment of training programs, including training needs assessment and measurement of training impact
- Understanding of an association management environment
- Strong knowledge and experience with policy development and management principles
- Strong knowledge of employment law and corporate culture trends and best practices
- Hands on experience with budgeting, pension plan administration, compensation cost analysis and job evaluation systems

Skill Requirements

- Ability to handle confidential material discreetly
- Exceptional verbal, writing and editing skills
- Strong organizational, administrative, facilitation and negotiation skills
- Sound analytical skills and the ability to synthesize and analyze complex issues
- Excellent interpersonal skills
- Demonstrated ability to act independently and as a member of a team

Additional Competencies

- Familiarity with a variety of governance models
- Knowledge of PEO's mandate, strategic objectives, structure, operations and core values
- Working knowledge of not-for-profit boards

Qualified professionals are invited to submit, without delay, their resume and cover letter stating salary expectations, in confidence by **May 25, 2018** to:

Professional Engineers Ontario
40 Sheppard Avenue West, Suite 101, Toronto, Ontario M2N 6K9
E-mail: peopledevelopment@peo.on.ca

We thank all applicants in advance for your interest in our organization and advise that only those candidates selected for interviews will be contacted