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## Director, Human Resources

Under the authority of the *Professional Engineers Act*, Professional Engineers Ontario (PEO) licenses and governs over 87,500 licence and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. With a talented, multi-disciplinary staff of over 100, PEO's vision is to be a trusted leader in professional self-regulation.

As it moves through a period of exciting and challenging organizational change, PEO has an immediate opening for an experienced, versatile and strategic human resources (HR) professional to serve as Director of Human Resources on a full-time basis. Reporting to the CEO/Registrar, the successful candidate will have demonstrated success actualizing and supporting complex change management initiatives from a HR perspective. The role requires an approachable and enthusiastic leader with superb communication and interpersonal skills, coupled with an ability to manage day-to-day HR issues, lead and develop a dedicated team of HR specialists and provide ongoing support and advice for a variety of operational changes.

The successful candidate will be accountable for the delivery of all aspects of HR functions, including HR strategic planning, employee training, position design and recruitment, HR policies and procedures, employee relations, leadership development and support, compensation and benefits, performance management, and occupational health and safety. This position is also responsible for proposing, developing and implementing strategic projects for supporting change management initiatives in line with the organization's priorities.

### Main Responsibilities:

#### Strategic Projects and Change Management

- Work closely with CEO/Registrar, senior management team and change management partners on a number of strategic projects and organizational change initiatives aimed at improving overall organizational effectiveness
- Develop an HR strategic plan
- Provide ongoing advice and input on strategic and operational initiatives
- Identify, develop, prioritize and implement critical HR projects and activities, ensuring projects are aligned, appropriately staffed and able to serve key business objectives
- Propose, lead and support key business-focused HR projects with appropriate business cases and clear accountabilities
- Develop and maintain relationships across the organization, including ongoing, broad consultation and issue resolution, as required

#### Operational HR

- In conjunction with the senior management team and individual business units, develop, implement and maintain sound HR policies, practices and programs in line with current best practices for promoting a dynamic, constructive, supportive and engaging work environment consistent with PEO's core values
- Provide advice, guidance and support to management on both long-term and incidental leadership and HR issues



- Develop and oversee an annual budget for recruitment, training, development and support for HR functions as well as for related strategic and operational initiatives with HR implications
- Ensure that PEO's total compensation program, including salary, pension and benefits, is fair, transparent, consistent internally, as well as competitive with comparable organizations to attract and retain the best talent
- Develop and maintain a comprehensive group of internally consistent, current and outcome-focused job descriptions
- Update HR Employee Handbook
- Implement and refine a performance management system that stresses accountabilities and focuses on both team and individual performance enhancement
- Lead the implementation and refinement of occupational health and safety programs, including activities of the health and safety committee
- Propose, develop and implement a range of employee training and educational assistance programs, including training needs assessment, new employee onboarding (orientation), ad hoc training programs and leadership development
- Lead a results-oriented recruitment and selection process that focuses on director-driven recruiting, screening and applicant selection
- Promote and improve PEO staff culture by modelling, enhancing and sustaining PEO's core values

#### Qualifications for Position:

- Bachelor's degree in HR, business or related field, including a Certified Human Resources Leader designation (CHRL)
- A minimum of 15 years of HR experience, with significant experience at the senior management level
- Proven change agent with demonstrable and varied experience advancing transformation programs. Acts as a catalyst for change, removing roadblocks to create alignment between business goals and behaviors that encourage successful outcomes
- Proven track record of building successful strategic partnerships, gaining credibility and working collaboratively with senior managers and other key HR stakeholders
- Strong project and time management skills with the ability to lead or participate in multiple projects simultaneously
- Strong knowledge of and experience with policy development and management principles
- Familiarity with key employment law principles, corporate culture trends and best practices
- Management-level experience with budgeting, benefits administration, compensation cost analysis and job evaluation systems

#### Skill Requirements:

- Ability to handle confidential material discreetly
- Exceptional oral and written communication skills, including effective presentation skills
- Strong organizational, administrative, facilitation and dispute resolution 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 senior leadership team
- Strong people management skills



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Additional Competencies:

- Familiarity with a variety of governance models
- Familiarity with the role and mandate of a self-regulatory body
- Working knowledge of not-for-profit boards

Qualified professionals are invited to submit their resume and cover letter, including salary expectations, in confidence by **February 15, 2020** to:

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

*PEO values diversity and is an equal opportunity employer. PEO is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.*

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