

# Director Human Resources

## Professional Engineers Ontario (PEO)

### Position Profile

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Established on June 14, 1922, Professional Engineers Ontario (PEO) is the licensing and regulating body for professional engineering in the province. PEO operates under the authority of the [Professional Engineers Act](#) (the Act) to serve and protect the public interest by setting and upholding high academic, experience and professional practice standards for the engineering profession. Only individuals licensed by PEO are permitted by law to undertake and assume responsibility for engineering work in Ontario. For more information on PEO, visit their website: [PEO.ON.CA](http://PEO.ON.CA)

PEO's governing body is a Council comprising 23 to 32 individuals, including elected professional engineers and appointments made by the office of the Attorney General of Ontario. Council provides the overall direction for the regulator and the profession and upholds PEO's duty to serve and protect the public interest as defined in the Act.

#### Mandate

Since 2019 PEO has embarked on an ambitious journey of renewal, informed by both a regulatory and organizational review, to transform PEO into a modern regulator that delivers on its statutory mandate, supported by a governance culture that enables it to consistently make decisions that serve and protect the public interest.

As a professional, modern regulator, PEO will have:

- a) Adopted right-touch regulation principles and applied them to all of its work;
- b) Professionalized its regulatory practices based on right-touch regulation principles;
- c) Focused its resources on delivery of its statutory mandate.

In advancing its transformation PEO has restructured to create both a stable foundation and to enable future evolution. PEO has enhanced governance, segregated regulatory operations and is in the process of enhancing its strategic capabilities. Through the restructuring corporate functions have been centralized in a newly created Organizational Effectiveness Division comprised of the departments that are key enablers of organizational effectiveness: Finance, Human Resources, Information Technology, Communications and Program Management.

**As the director of PEO's people experience, this role will be responsible for managing the full employee lifecycle, supporting organization effectiveness through the delivery of HR programs, and providing advice to protect the organization on human capital risks. PEO has approximately 110 staff.**

## Outcomes

Outcomes which need to be achieved for success in the role are as follows.

Employer Brand – Help define a vision for PEO's future workplace and culture and ensure that programs and services are aligned to support the evolving needs of the business.

Performance – Develop, update and implement relevant HR frameworks and programs using a well-managed and risk-mitigated approach that motivate, foster collaboration and innovation, and focus on results, service excellence and accountability.

Trusted Advisor – Support leaders across the organization on transformation, people management, and/or protect the organization on all human capital matters.

Hybrid Workforce – Support the leadership team in creating and implementing a physical and remote work environment that mitigates risk to both employees and the business and ensures continuity.

Culture - During a period of organizational change and renewal, help the leadership team establish practices and model values that reinforce respectful relationships and high professional and ethical standards that align and engage employees and volunteers around PEO's regulatory mandate.

## Key Accountabilities

### LEADERSHIP

- In collaboration with the Executive Leadership Team (ELT) develop a vision for PEO future workplace and culture and incrementally build or revise programs and services to support that vision.
- Create value in HR by developing an HR team that possesses the competencies to deliver appropriately scaled solutions and services to the organization.
- Remain informed on evolving HR trends and legal developments to provide advice and guidance to leadership.
- Act as advisor to the Human Resources Committee of Council (HRCC)

### PEOPLE EXPERIENCE

- Continue to evolve processes, practices and programs across the employee lifecycle focusing on the core areas of recruitment, equity, diversity and inclusion, training & development, talent management and recognition.
- In collaboration with the ELT, define PEO performance culture and develop and implement relevant policies and programs in performance management, compensation and benefits, training, counseling and coaching and employee relations.
- Collaborate with the Policy & Governance Division to ensure EDI.
- In the context of the ongoing pandemic, continue to adapt PEO's hybrid workplace strategy as needed to ensure that employees and volunteers are healthy, engaged, and supported.
- Build an inclusive culture with relevant inclusion-focused initiatives, metrics and KPIs.
- Bridge management and employee relations by addressing demands, grievances or other issues.

## PEOPLE RISK MANAGEMENT

- Maintain compliance with HR legislation and assess implications ensuring that leadership has guidance supported with solid data and metrics.
- Maintain employee and workplace privacy and compliance with workplace health and safety
- Ensure the PEO has robust processes in place with respect to workplace investigations, disciplinary and termination procedures.

## Qualifications

The ideal candidate will:

- Have a solid understanding of Human Resources Management practices and employment-related laws and regulations.
- Demonstrate a progressive, measured and common-sense approach to HR practices, developing programs that align to company goals and are right sized to meet business needs.
- Have strong communication skills and advanced writing and presentation skills.
- Be comfortable working independently and being hands-on, both virtually and in-person within a business partner model.
- Be proficient with the use of office productivity tools and HRIS (Dayforce) and talent management systems and software.
- Be inquisitive and a proven quick study, with an interest in understanding the nuances and drivers of the business.
- Bachelors degree in Human Resources, Business Administration, or related field and HRPA designation.
- At least five years of management experience leading a small team of human resource professionals.

In these times, we rely on a balance of on-site and virtual team meetings and management practices to support both performance and collaboration.

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 in our organization and advise that only those candidates selected will be contacted.

**If you would like to apply for this role, please forward your resume and a cover letter outlining salary expectations to [talent@lm2collective.com](mailto:talent@lm2collective.com) by January 31, 2022.**