

THE ORGANIZATION

Workplaces today are facing a multitude of priorities that compete for attention and resources. At the forefront of this is the community of HR leaders who bridge people and businesses to benefit both. This includes managing high rates of burnout while delivering on expectations for growth. Embracing AI and new technologies while upskilling our existing talent for the future. Navigating remote, hybrid and in-office models while keeping everyone engaged.

Steering through these challenges means HR leaders need to make sense of disruptions, build collaboration, and stay one step ahead. This is why HRPA exists. Alongside the oversight we bring to our profession, we serve our members, a community of the highest calibre of HR professionals in Ontario, so that they can lead with the utmost integrity and purpose. We do this by equipping our members with the latest tools and practical resources to futureproof our workplaces. We do this by empowering and convening individuals at various stages of their career evolution – always delivering value at every point. We do this by elevating and upholding over 24,000 HR professionals to the province's highest standards.

HRPA elevates the human in HR. Because HR stands for human relationships. Human reliability. Human results. HRPA's community of members is shaping what HR stands for.

The HRPA is excited to embark on an exciting new strategy and vision to advance the world of work and propel the HR profession into the future achieving their evolved vision: empowering members, inspiring prosperity. The organization is focussed on amplifying its relevance and expanding its impact as it delivers an outstanding experience with much greater value to its members considering their unique needs including by stage of career.

HRPA offers a variety of perks, benefits and flexible workplace policies that support its employees in being their complete and authentic selves including:

- Hybrid/Flexible Work Arrangements
- 4 weeks of paid vacation
- Summer hours
- December holiday closure
- Comprehensive health, dental and vision care
- Employee Assistance Program
- Annual Health & Wellness Allowance
- Annual home office allowance
- Group RRSP with employer match

THE CHIEF OF STAFF ROLE

The Chief of Staff opportunity is a newly created exciting and critical role within the HRPA. Based in Toronto and reporting directly to the Chief Executive Officer and working closely with the Executive Leadership Team, Assistant to the CEO and Operations Associate and other senior leaders across the organization, the Chief of Staff will serve as a trusted strategic advisor to the CEO. The mandate of the role is to maximize the CEO's effectiveness and impact ensuring the achievement of key business goals and organizational priorities. Key responsibilities include driving alignment and cross-functional collaboration, partnering with the Assistant to the CEO and Operations Associate to strategically manage the CEO's time, supporting the CEO in unlocking business performance, driving annual organizational goal planning, completing critical strategic projects, preparing and briefing the CEO in advance of critical meetings and speaking engagements and facilitating quarterly and board reporting.

The Chief of Staff will attend meetings with the CEO and will be responsible for driving follow up action items both internally and externally to ensure the right results. This role will handle a wide range of matters of organizational importance and will interact with multiple internal and external stakeholders at the executive and Board level. As such, this role requires this individual to have a professional demeanour and style combined with the ability to skillfully execute under time pressure and the ability to work seamlessly across a high performance and dynamic team.

The Chief of Staff will have a genuine appreciation for and understanding of protocol and discretion and will be able to readily accept and assume responsibility and interpret situations and make decisions quickly and effectively. Highly accountable and accessible with a willingness to be connected and available, the ideal candidate brings a high level of personal integrity, a strong desire to learn and a passion for working and contributing to the success of the broader business. A quick study, with a strong action orientation, the individual brings a track record of success digesting and distilling information, analyzing data, identifying key trends, and preparing concise meaningful summaries, timelines and recommendations related to complex issues. Proactive with superior listening skills, the incumbent will see what pressures the leader faces and will find ways to lessen them. Moreover, they will recognize which relationships are most important to the success of the leader's agenda in order to strengthen them.

Critical to success in this role will be the incumbent's detail orientation and their ability to handle multiple responsibilities and complex situations simultaneously mixing long-term projects with the urgency of immediate demands. Candid, confident, assertive and "thick skinned" they must have superior communication, collaboration and organizational skills and the ability to achieve actionable results through others. The ideal candidate is a smart, high energy, intuitive individual who is highly motivated, independent, and flexible. They possess sound and seasoned judgment, are highly resilient, and thrive in dynamic, fast-paced and evolving environments marked by transformation and new vision.

Key Responsibilities

Support Board and Executive Team Governance

- Support the cadence of Board management, such as communicating timelines, setting up meetings with Board and Committee chairs, posting materials to DiliTrust, capturing meeting minutes, etc.
- Support the Executive Leadership Team with strategy management governance, including reporting and communication venues to track strategy execution, methodologies, and tools to drive execution of strategy, and maintaining integrated roadmaps with annual priorities and strategic initiatives.
- Facilitate collection, reporting, and refinement of business performance KPIs in support of the Balanced Scorecard and management reporting.
- Contribute processes and templates for executive team governance (e.g., performance reporting, project portfolio reporting, etc.).
- Participate in key leadership meetings and deliver agenda items related to strategy management, business planning or performance reporting; may act as a delegate for the CEO when required.

Partnership with Assistant to the CEO and Operations Associate

- Partner with the Assistant to the CEO and Operations Association to support the CEO in triaging priorities to ensure that CEO's time is appropriately managed.
- preparation for Executive level meetings, ensuring all relevant information is provided to the CEO and preparing strong draft materials Board-ready for the CEO.
- Partner with Operations team to drive progress against operational plan.
- Coordinate and facilitate key organizational meetings such as the full team Quarterly Business Review meeting.

Leadership, Strategy and Communications

- Ensure Executive Leadership Team meeting agendas are used strategically in partnership with Assistant to the CEO and Operations Associate.
- Serve as a subject-matter expert, handling inquiries, developing action plans, and assisting with preparation and dissemination of communications from the Office of the CEO.
- Act as a sounding board to the CEO for new ideas and initiatives.

Projects

- Develop and build relationships with all employees for increased efficiency and responsiveness of existing operations, and work with CEO and other senior leaders on special projects.

IDEAL CHIEF OF STAFF EXPERIENCE

- The ideal candidate will possess at least one University Degree coupled with 8-10 years of relevant Chief of Staff and/or legal, finance, strategy, project management or change management experience. Experience with being the right hand to a CEO, Senior Executive or public sector leader and/or experience working with and advising executives is an asset as is large scale change management experience within the non-profit environment.
- Strong business acumen and understanding; business knowledge of the non-profit sector and its ways of working is an asset.
- High proficiency and aptitude in Microsoft Office, MS Word, MS Excel, MS PowerPoint. MS Outlook.
- Strategic, problem-solving mindset with aptitude for adopting organizational systems and processes.
- High EQ and comfortable influencing senior leadership team members individually and collectively and across the organization at all levels.
- Outstanding organizational and project management skills including familiarity with project management approaches and tools using Agile and Traditional methods.
- Excellent communication/presentation skills both verbal and written coupled with the ability to communicate effectively at the executive level.
- Solid consensus building and facilitation skills.
- Demonstrates good judgement and discretion in managing confidential or sensitive information.
- Strong attention to detail and the ability to manage large amounts of detail with great care, accuracy and confidentiality.
- Ability to assess and triage multiple requests/initiatives.
- Experience successfully collaborating and communicating with teams in a remote work environment.
- Highly committed and passionate, the ideal candidate brings a track record of success in a high performance and high accountability environment.

How to Apply

If you have an interest in this position or know of someone who may be suitable, please forward a current resume to gillian@gilliantesis.com.



We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

HRPA is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the company will provide accommodation throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the HR Department of the nature of any accommodation(s) to ensure your equal participation.