

People Operations Manager

With a new vision of “Empowering members, inspiring prosperity”, the Human Resources Professionals Association (HRPA) is placing HR professionals at the centre of workplace prosperity and business outcomes, working to better equip HR professionals to tackle the difficult challenges of today, while preparing them for the evolving future of work.

We are excited to be adding a new **People Operations Manager** to our People & Culture team at the HRPA. Reporting to the Vice President, People & Culture Strategy, this is a brand-new role that will lead our internal HR operations, including HRIS, reporting, payroll, benefits, health and safety, employee relations, and more!

If you are an experienced HR professional, with at least 5 years leading operations in a small-to-mid sized firm, then you may be our first People Operations Manager. You'll work alongside our Manager, People & Culture to help us design and deliver a best-in-class experience for our HRPA team, while streamlining our processes and evolving our people & culture practices to support our Vision 2027 – our ambitious and bold new strategic plan.

(You can read more about what to expect on a daily basis in the role below.)

What's in it for you?

HRPA is proud to be a certified Living Wage Employer in the city of Toronto. You will be rewarded with a robust and competitive compensation package, including a starting annual salary of \$90,000 plus short-term incentives, group health benefits with enhanced mental health coverage, EAP, healthcare spending account, STD, LTD, group RRSP with 5% match, generous paid time off, and more! Even better, you'll be in a unique position to lead-by-example among your HR peers and colleagues, and the HRPA's 24,000+ members, influencing exemplary HR practices throughout the province of Ontario.

Here's what you need to know about how to qualify for this incredible opportunity:

- Must be an active member in good standing with the HRPA
- CHRP or CHRL designation is required
- 7 or more years' experience in human resource management, ideally with a focus on operations

- Must have at least 4 years' experience in employee relations, health and safety, payroll, benefits
- Demonstrated skill and experience with HRIS, HR analysis and reporting
- 2 years of experience with Canadian Payroll standards and practices (related designation is an asset, but not required)

The ideal candidate will be **purpose-driven, people focused** and dedicated to advancing the world of work through **world-class HR** practices. We are a small but dedicated team who value human-centric leadership, innovative thinking, and creativity. This is a dynamic and fast-paced environment, so be sure you are up for the challenge!

Ready to apply?

If you are excited by the potential of this opportunity, and truly believe you can bring the drive, energy and proven experience and desire to succeed as our **People Operations Manager**, we invite you to apply!

Please apply through our portal by [Clicking Here](#) by May 26, 2024.

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.

We are 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.

No Agencies please.

Need more information about the job before deciding? Keep reading...

- Manage all job descriptions, job analysis, and job evaluations.
- Maintain the HRPAs compensation program, including program reviews, equity audits, market research, and program compliance.
- Maintain the HRPAs HRIS data, ensuring accurate data management and privacy and security compliance. In 2024/2025, this may also include new HRIS procurement, vendor selection, implementation and staff training.

- Manage new hire set up activities, working with IT, Finance and other internal teams. Plan and manage new hire orientation and training, new employee set up and documentation, and employee records.
- Manage all HRPB Benefits, including new enrolments, transfers, changes and cancellations, act as the primary internal contact for providers and employees.
- Manage the annual benefits review and renewal process, including budgets.
- Manage payroll activities and the payroll provider, ensuring payroll is prepared accurately and on time every time. Manage all year end payroll processes and work closely with Finance to ensure accurate records and reporting.
- Participate as a Management rep on the Joint Health & Safety Committee.
- Manage all legislative compliance, including updating employee agreement/job offer templates as needed, annual policy reviews, staff training, etc.
- Be a subject matter expert on HRPB's HR policies and programs.