

# Job Posting

## Alzheimer Society of Toronto

The Alzheimer Society's vision is a world without Alzheimer's disease and other dementias. Our mission is to alleviate the personal and social consequences of Alzheimer's disease and related dementias and to promote research.

### Our Values

Collaboration Accountability Respect Excellence

### Manager of People and Culture

The Alzheimer Society of Toronto is committed to fostering a positive and inclusive workplace culture. We prioritize attracting, developing, and retaining top-tier talent to drive our organization's success. We are seeking a dedicated and strategic Manager of People and Culture to join our team and play a key role in cultivating an engaged and high-performing workforce.

The Manager of People and Culture will serve as a trusted advisor to business leaders, partnering with them to drive talent initiatives, foster a positive workplace culture, enable engagement, and support the overall success of the organization. This role requires demonstrated strength in the areas of talent management, recruitment, employee onboarding and payroll/benefits. The role reports to the CEO of the Alzheimer Society of Toronto (AST) located at 20 Eglinton Avenue West with easy access to the TTC.

### What You'll Be Doing

#### Talent Sourcing, Selection and Onboarding:

- Responsible for facilitating the formal and structured recruitment and selection process. This includes screening resumes, conducting telephone screenings, creating interview guides and coaching managers in the interview and evaluation process
- Collaborate with hiring managers to understand their specific talent needs and create tailored recruitment plans
- Create documents such as employment agreements, transfer letters, etc. and ensure required documents are signed and filed in a timely manner
- Responsible for reference checks and HR onboarding of new staff
- Maintain employee personnel files from recruiting to termination ensuring compliance with legal and organizational requirements
- Stay informed about industry trends and best practices in diverse talent acquisition to continuously enhance the recruitment process

#### Performance Management:

- In collaboration with the CEO, develop and support performance management processes, including goal setting, regular check-ins, and performance reviews by providing training and tools to management for planning objectives, evaluating performance, and dealing with employee conflict and performance issues
- Provide coaching, training and feedback to managers and employees to drive continuous improvement, supporting internal stakeholders on HR policies, practices, and services as appropriate
- Provide regular reports and insights to the leadership team on key talent metrics
- Handle employee relations issues, including conflict resolution, disciplinary actions, and employee concerns

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## Payroll, Compensation and HRIS:

- Manage payroll processes, including accurate and timely processing of payroll, deductions and taxes
- Administer and Manage the HRIS System (Bamboo) to ensure data accuracy, generate reports and handle HR Operations
- Manage compensation structure and plans, ensuring performance management systems align with the compensation structure
- Review job evaluations to determine appropriate job classifications and salary levels

## Who You Are:

- Completion of post-secondary Diploma or Degree/Certificate in Human Resources
- Minimum of 5 years of experience in human resources, preferably with some not-for-profit specific experience
- An equivalent combination of education, skills and experience will also be considered
- Knowledge of all applicable legislative Acts including Health and Safety, Employment Standards, Human Rights, and Accessibility for Ontarians with Disabilities (AODA) required
- Demonstrated ability to develop strong working relationships with all levels of management and employees
- Advanced proficiency in Microsoft Office Suite
- Experience with HRIS, preferably Bamboo, considered an asset
- Ability to use discretion, judgment, and tact in handling sensitive or confidential information or situations
- Demonstrated ability to work both within a team environment and independently
- Strong presentation, analytical, and organizational skills, with the ability to analyze, problem solve, prioritize, make decisions, and take initiative
- Excellent communication, interpersonal, and influencing skills
- Excellent organizational, planning and time management skills, including the ability to multi-task, be flexible and move from one priority to another, while maintaining a high level of accuracy and orientation to detail

Don't meet every requirement? If you are excited about the role, but your resume doesn't align perfectly with every qualification in the description, apply anyway. You may still be the right candidate for this or other roles.

## What We Offer

Work life balance is important to us here at the Alzheimer Society of Toronto. That is why we offer our employees:

- A generous employer paid benefit plan
- Employee and Family Assistance Plan
- A Defined Contribution Pension Plan with up to 5% employer matching
- Personal days and equity floater days that can be used at any time
- Flexible working arrangements that include working from home (up to 3 days per week currently)

## Hiring Zone

**Hiring Zone: \$81,000 - \$87,000**

## Commitment to Equitable Recruitment

The Alzheimer Society recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise.

## Job Posting

Accommodations are available on request for candidates taking part in all aspects of the selection process, in accordance with the Human Rights Code and AODA.

We encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as 2SLGBTQIA+.

### How to Apply

We thank everyone for their expressed interest – and are truly appreciative of the time individuals put into applying – but with the limitations of time, only those selected for an interview will be contacted.

**Please submit your resume and cover letter to:**

<http://alz.to/hrmanager>

**Closing Date: Friday January 10th, 2024**

**Start Date: February 2025**

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