

Manager of Human Resources

About this opportunity

Actua is Canada's largest science, technology, engineering and mathematics (STEM) outreach organization; preparing youth to be innovators and leaders by engaging them in exciting and accessible experiences that build critical skills and confidence. We have an unwavering focus on engaging the hardest to reach youth in Canada ensuring they have the opportunity to develop essential STEM skills.

As our team continues to grow, we have an immediate opening for a Manager of Human Resources to help us drive forward the organization's mission and support our growing team. The ideal candidate is someone who is very experienced managing a variety of human resource functions and someone with a proven track record of contributing to the well-being and overall positive culture of organizations. Our team works very hard and has a lot of fun and the Manager, HR should be comfortable leading the human resource functions of a hybrid team. This is a full-time position located in Ottawa, reporting to Actua's Controller.

What you will do:

- **Hiring and Recruitment:** With the assistance of the hiring manager, you will create and update job descriptions and job postings for new and vacant positions. You will manage the advertising of available positions on appropriate platforms to attract diverse and qualified candidates. You will also assist with reviewing applications, completing initial telephone screenings, the scheduling of interviews, and completing reference checks. Once a successful candidate has been chosen, you will draft the written contract and manage contract negotiations.
- **Onboarding and Offboarding:** You will lead the onboarding processes relating to new staff and coordinate with other relevant departments to execute the actual onboarding. This includes delivering training, initial documentation set-up, and ensuring regular check-ins are completed.
- **Employee Relations:** You will field any employment related questions or concerns from employees. You will assess this input and determine when the involvement of other members of the leadership team is required while always respecting employee confidentiality and privacy.
- **Benefits and Time Off Administration:** You will administer and educate employees on their benefit and RRSP entitlements and be Actua's point of contact with the service providers. This includes signing up new employees, processing change requests and filing the required documentation. You will also administer Actua's timesheet process for tracking employee time off, leave and overtime.
- **Contractor Management:** Along with employees, Actua engages a number of independent contractors in the work that we do. You will assist Actua's teams with the setup and review of contracts, MOUs, and service agreements.
- **Records Management:** You will maintain records of HR-related documents to ensure accuracy, consistency, and completeness. This includes employee contracts, performance reviews, and incident reports.
- **Training:** You will organize and facilitate any training undertaken by the staff from time to time.
- **Health and Safety and other Compliance:** You will ensure Actua is in compliance with all of the legal human resource frameworks, laws and health and safety requirements.

About you

- You are an effective communicator who is able to deal with people in a sensitive, tactful, discreet and professional manner at all times.
- You are a self-starter. Where you have gaps in your own understanding, you are motivated to learn, and you can quickly pick up new concepts and ideas.
- You are a great team player. You are excited about the opportunity to work with other teams to move forward the goals of the organization.
- You have a strong commitment to staff privacy and are impeccably discreet.
- You are comfortable working in a fast paced environment and are able to prioritize tasks and manage multiple deadlines at once.

Qualifications

- Degree or Diploma in human resources or a related field
- 5+ years of recent experience in a HR role,
- Demonstrated ability to develop, implement and maintain human resource policies and procedures
- Well developed understanding of diversity best practices and standards
- Experience or education in employment law matters is an asset
- Bilingual in English and French is an asset

Why work with us

In this role, you will have the opportunity to make a national impact by joining an organization that is committed to breaking barriers to STEM. Actua's National Indigenous Youth in STEM (InSTEM) Program, National Girls Program and other programs are designed to engage underrepresented and underserved youth populations across Canada. Each year, Actua and its growing network of [over 40 college and university-based members](#) engage over 350,000 youth in exciting, hands-on experiences that help build their skills and confidence in STEM. We anticipate continued growth over the coming years, which will provide a tremendous opportunity for you to grow with us.

This is your opportunity to join our vibrant team-driven environment while working in a youthful, fast-paced and fun culture. This role is based in our Ottawa office, which is

centrally located in the Byward Market. We offer a competitive salary and access to group health & medical benefits and RRSP matching. We offer additional time off benefits such as half days before long weekends and paid time off during the holidays. Actua is a hybrid work environment, with the majority of time spent in our beautiful Byward Market office while also having regular work-from-home opportunities. For more information about us, please visit www.actua.ca.

To Apply

Please submit your cover letter and resume as a single PDF document on the Actua employment page. The position will remain open until March 21, 2023 however, we will interview chosen candidates on a rolling basis, so if interested, please apply right away. Only those candidates selected for an interview will be contacted.

Actua is an equal-opportunity employer and is committed to accessible employment practices. If you have a disability and require accommodation for any part of the selection process, please notify us, and we will work with you to meet your needs.