

Director of Human Resources

Full-time, salaried with benefits

The Director of Human Resources is a key leadership position responsible for overseeing the comprehensive human resources function at Canadian Mennonite University. This includes operational management of payroll and benefits, recruitment, learning and development, employee relations, employee wellness and safety, and policy compliance.

ResponsibilitiesLeadership

- Provide leadership to the university in all aspects of the human resources function.
- Foster a culture of engagement, high performance, and purpose-driven activity in the university.
- Support the university's mission and ethos in cultivating a work environment characterized by engagement with Christian faith practices.
- Chair the Pension/HR Committee and serve as a member of President's Council and of the Equity, Diversity, Inclusion and Intercultural Health Committee.

Compensation

- Approve pay changes and review/approve each payroll cycle.
- Collaborate with the Payroll and Benefits Coordinator to ensure accurate and timely payroll processing.
- Manage the benefits plan and work closely with providers to optimize benefit offerings for employees

Recruitment

- Support hiring managers in the recruitment process, including posting jobs, approving job descriptions and classification levels, and providing support for the interviewing and hiring process.
- Provide leadership to supervisors in ensuring a seamless onboarding process for new employees, and a comprehensive offboarding process for exiting employees.

Learning and Development

- Develop and sustain a vision for learning and development in the university.
- Support supervisors in providing professional development opportunities for their teams.
- Ensure new employees complete mandatory training.

Employee Relations

- Provide leadership, guidance and support to employees and supervisors on HR-related matters.
- Manage disputes and grievances, fostering a positive and inclusive work environment.

Employee Wellness and Safety

- Promote employee wellbeing through engagement monitoring and appropriate interventions.
- Chair the Workplace Safety & Health Committee, ensuring compliance with provincial regulations.

Policy

- Ensure HR policies are adequate, relevant, and compliant with legal and regulatory requirements.
- Regularly review and update policies to align with changing circumstances.

Qualifications

- Commitment to the Christian faith, the church, and the mission of CMU
- University degree, with a specialization in human resources or related field.
- Progressive experience in human resources roles; supervisory experience preferred.
- CHRP designation preferred; member in good standing or in progress.
- Good knowledge of employment legislation and human resources best practices.
- Strong interpersonal and communication skills.
- Ability to handle confidential information with discretion.

Application Process

Interested candidates should submit a resume, cover letter, and three professional references to John Unger, Vice-President, Administration & Finance (junger@cmu.ca).

The application deadline for this position is March 1, 2024.

CMU is committed to employment equity. Applications are encouraged from members of equity-seeking communities including women, racialized and Indigenous persons, persons with disabilities, and persons of all sexual orientations and gender.

We encourage all qualified candidates to apply; however, Canadian citizens and permanent residents of Canada will be given priority.