



## Human Resources Manager

### About BlackNorth Initiative:

Led by The Canadian Council of Business Leaders Against Anti-Black Systemic Racism, The BlackNorth Initiative is on a mission to end anti-Black systemic racism throughout all aspects of our lives by utilizing a business first mindset.

We believe that if corporate Canada can boldly take on the challenge to add gender diversity to Canadian boardrooms and executive suites by declaring policies, setting specific targets, and holding itself accountable, it can do the same work to create better representation for Black Canadians.

Leaders from over 300 Canadian companies, totaling \$1 trillion in value, including both public and private sector, major banks, insurance companies, law firms, government, and the largest asset managers and institutional investors in the nation are behind us. Together, we are holding major industry leaders accountable to take action and reshape corporate structures that uphold anti-Black systemic racism against Black Canadians.

### Your Career as a BNI Human Resources Manager

Reporting to the Director Finance, Operations & Human Resources, this position has the primary responsibility for maintaining and enhancing the organization's Human Resources department by planning, implementing, and evaluating employee relations and policies, programs, and practices. This position will be based out of Toronto, Ontario and is a full-time, permanent position with the flexibility to work from home.

### How You Will Contribute

- Provide advice, guidance and assistance to management and employees regarding the creation and interpretation of policies and procedures
- Responsible for the talent management life cycle, ensuring both employee and the company gain the maximum benefits of the employment relationship
- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances, or other issues
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics, and procedures across the organization
- Creating and revising job descriptions based on organizational needs
- Maintain and enhance employee benefits programs, including compensation, health insurance, expenses, vacation, and other personnel packages
- Oversee and manage a performance appraisal system that drives high performance
- Assess, manage, and implement training programs to continuously encourage growth of employees
- Report to Senior Management and provide support through HR metrics
- Ensure legal compliance throughout Human Resource Management
- Develop policies, procedures, methods, and guidelines, and ensures all of them are up to date in line with current employment legislation
- Manage and maintain the HR shared drive, employee personnel records and other HRIS systems
- Overseeing the Diversity, Equity, and Inclusion strategy
- Manage and maintain talent management processes and collaborate to develop effective recruitment strategies



- Monitor employee morale and company culture in an in-office and WFH environment
- Identify future staffing needs and implement appropriate succession planning process for all positions while ensuring appropriate knowledge transfer and retention

#### **Qualifications and Attributes:**

- 3-5 years of substantial experience in a human resource management role and/or as an HR business partner role, including experience in the development of HR strategy, HR policy development, recruitment, performance management and appraisals, learning and development, compensation and benefits, recruitment, payroll, staff engagement and exit processes
- General knowledge of HR compliance employment legislation and regulations
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management and record keeping
- Ability to architect strategy along with leadership skills
- Experienced at multitasking under pressure against demands and deadlines, whilst always maintaining a positive and constructive attitude and demeanor
- Excellent oral and written communication skills
- Excellent interpersonal and coaching skills
- Excellent active listening, negotiation, and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- In-depth knowledge of labor law and HR best practices
- Ability to maintain confidentiality
- Excellent organizational skills.
- Knowledge of HR systems and databases
- Experience working in the Not-for-Profit is an asset

#### **Education:**

- Bachelor's Degree in Human Resources or related field
- Certification in related areas or fields

#### **Equity Statement**

BNI is a staunch advocate for diversity in all its forms, and especially welcomes applications from members of the BIPOC (Black, Indigenous, and People of Colour) community, women, people with disabilities, the LGBTQ+ community, and those of diverse intersectional identities. Accommodations are available on request for candidates taking part in all aspects of the selection process as well as part of employment with BNI.

#### **Application Process**

Interested applicants can send their resume to [careers@blacknorth.ca](mailto:careers@blacknorth.ca) referencing "BNI, Human Resources Manager" in the subject line. BNI invites applications from all qualified candidates.