

ROLE TITLE	HUMAN RESOURCES MANAGER	Date: February 1, 2020
DEPARTMENT	EXECUTIVE MANAGEMENT	Modification Date: n/a
REPORTING TO	CHIEF EXECUTIVE OFFICER	

ROLE SUMMARY

In accordance with the Vision and Mission of the **WestUrban Group of Companies** the Human Resources Manager provides senior level hands on support to the Leadership team in the organizations' strategic staffing plans, compensation, benefits, training and development, budget and labour relations; ensuring an effective and profitable operation. Reporting to the Chief Executive Officer, you are a strategic and resourceful thinker with broad knowledge and experience who can provide both strategic and tactical support. Our core values are Safety, Relationships, Teamwork, Respect, Quality, Honesty and Integrity, Innovation and Lean and we look for employees whose values align with WestUrbans'.

DUTIES AND RESPONSIBILITIES

Provision of Human Resources services, policies and programs for the entire group of companies including, but not limited to the following:

QUALIFICATIONS:

Education, Training, and Experience

- Bachelors' Degree in Human Resources, Business, Organizational Development or similar education and experience
- Seven to Ten years' experience in a senior human resources role, preferably in the property development and construction industry.
- Preference will be given to candidates with a CPHR designation.

Skills and Abilities

- Superb interpersonal and communication skills
- Extraordinary strategy and program planning
- Proven experience and ability to effectively:
 - Provide guidance, advice and direction in the overall provision of human resources services
 - Develop and implement new programs, policies and procedures
 - Conduct market research and make recommendations
 - Analyze and initiate system improvements
 - Lead and/or moderate groups of people
 - Work towards solutions to identified challenges
- Demonstrates superior organization development skills
- Excellent time management skills and proven ability to follow thru and meet deadlines
- Takes initiative to improve the work environment and provide assistance to the team
- Fosters positive relationships and performance with all staff and stakeholders
- Works effectively as part of a team as well as independently

WestUrban Developments will provide a competitive salary and benefits package for the right candidate. If you are interested in this exciting opportunity, please email your resume to careers@westurban.ca with 'Human Resources Manager' in the subject line. Thank you to all applicants that show interest. Only those selected for follow-up will be contacted.

Job Type: Full-time