



A Career Opportunity

UNICEF is the world's farthest-reaching humanitarian organization for children. Across 190 countries and territories, and in the world's toughest places, we work day in and day out to help children survive. To defend their rights. To keep them protected, healthy and educated. To give them a fair chance to fulfil their potential. Our work for every child relies entirely on voluntary support, including donations from generous Canadians.

Senior People & Organizational Development Officer

(Permanent; Full time; based in Toronto)

Reporting to the Director, People & Organizational Development, the Senior People & Organizational Development Officer will be a trusted Business Partner to support employee development, engagement and retention through people-centered initiatives including: administration; compensation and benefits; mental health and wellbeing; health and safety; policies; performance management, organizational development and employee relations.

The responsibilities of the position will include:

Co-ordination & Administration (60%)

- Primary point of contact for administration and maintenance of the employee benefits programs.
- Contribute to the development and implementation of programs and initiatives as they relate to workplace culture and employee engagement, taking required action to ensure programs, policies and practices reflect current/relevant regulatory and/or industry best practices.
- Work in close collaboration with the Finance team on the semi-monthly payroll to ensure any changes are reflected in the payroll each pay period.
- Ensure all documentation regarding employee files, expenses, legal agreements/contracts & departmental documentation are up to date and accurate; maintain quality control and confidentiality.
- Assist with the administrative details of the performance management process.
- Co-ordinate internal and external training and maintain training records.
- Draft employment agreements for review by the Director, People & Organizational Development.
- Report and maintain staffing activities in regards to benefit costs, staffing levels/deployment, turnover, absenteeism, recruitment, applicant tracking, compensation,



UNICEF Canada is one of 220 charities in Canada accredited by Imagine Canada for excellence in nonprofit accountability, transparency and governance.



EMPLOYER
PARTNER



promotions and performance management Maintaining metrics such as turnover and headcount.

- Continuously seek efficiency and effectiveness with operational work and digital-based processes related to People & Organizational Development.
- In connection with the Group Pension Plan, participate in the Retirement Savings Plan Governance Committee.
- Assist in the salary administration process and participate in the Job Evaluation Committee (JEC).
- Facilitate the Social Committee.
- Participate in the Joint Health and Safety Committee (JHSC), plan and co-ordinate monthly workplace inspections and work plans; act as one of the Employer Representatives for the JHSC; collaborate with the JHSC for office re-opening guidelines and practices related to health and safety.

Organizational Development & Relationship Management (25%)

- Establish and sustain effective rapport and trust with employees by ensuring the highest levels of customer satisfaction are achieved.
- Act as a primary point of contact for employee inquiries and requests and provide assistance when required.
- Respond to inquiries from internal/external contacts.
- Provide timely problem-solving while accurately representing and disseminating organizational policies and practices.
- Working closely with the Diversity, Equity and Inclusion (DEI) Committee, actively participate and drive DEI initiatives across the organization.
- Participate in ad-hoc projects, as required.

Recruitment & Onboarding (15%)

- During peak hiring volumes, assist the People & Organizational Development Officer (Recruitment) to facilitate the recruitment and selection process, including: advertising job vacancies; screening and shortlisting applications; completing initial telephone screenings and interview panels.
- Manage the onboarding and off boarding processes and ensure they are people-centered and in line with the organization's culture, goals and objectives.

The ideal candidate will have:

- A post-Secondary degree or college diploma in Human Resources or related field, or equivalent years' work experience.
- A minimum of three (3) plus years' relevant work experience.
- A CHRP designation (or working towards this designation), or equivalent international designation (an asset).
- Sound knowledge of HR practices and employment laws in Canada.



UNICEF Canada is one of 220 charities in Canada accredited by Imagine Canada for excellence in nonprofit accountability, transparency and governance.



EMPLOYER
PARTNER



- Exceptional interpersonal and communication skills (written and oral).
- Excellent organizational skills and attention to detail; able to work in a fast-paced environment with the ability to multi-task.
- Proven experience working with people at all levels of an organization.
- Demonstrated strong customer service skills with sound judgement.
- The ability to handle confidential matters in a professional and discreet manner.
- The ability to be a team player and a natural relationship builder - both internally and externally; enjoys working cross-functionally.
- A strong interest in UNICEF's mission and children's rights.
- Experience with diversity, equity and inclusion programs (an asset).
- Highly proficient with MS Office (Word, Excel, Powerpoint).
- Experience with HRIS/payroll systems (an asset).
- Fluency in English and French (an asset).

Salary range: \$52,000 to \$61,000 per year.

For consideration, please submit your resume and cover letter to careers@unicef.ca by **November 30, 2022**. Please attach your cover letter (including salary expectations) and resume as one document and reference **“Senior People & Organizational Development Officer”** clearly in the subject heading.

UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.

Consistent with our Child Safeguarding Policy, the successful candidate must receive clearance by a police background check, including a vulnerable sector screen.

UNICEF Canada is an inclusive workplace and is committed to championing diversity, equity, inclusion and accessibility. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.



UNICEF Canada is one of 220 charities in Canada accredited by Imagine Canada for excellence in nonprofit accountability, transparency and governance.



EMPLOYER
PARTNER

