

Senior Manager of People & Culture

Organizational Overview

PHC is the largest single provider of community housing in the City and County of Peterborough. We provide rent-geared-to-income and affordable housing for seniors, single adults, and families. This means that PHC provides homes to well over 4000 residents in our community. Our housing is a mix of high-rise apartments, townhomes, walk-up apartments, semi-detached homes, and quad-plexes. PHC employs approximately 42 committed and compassionate employees who provide support to the tenants.

Position Summary

The Senior Manager of People & Culture is responsible for advancing Peterborough Housing Corporation's people and culture initiatives to support business goals, foster a positive and inclusive workplace, and strengthen employee engagement and performance. Reporting directly to the CEO, the Senior Manager will serve as an advisor to the CEO and provide key support to the Executive Leadership Team (ELT) by developing, implementing, and evaluating human resources strategies that contribute to a productive and sustainable organizational culture. This position is instrumental in overseeing all facets of HR management, including talent acquisition, employee relations, total rewards, organizational development, and compliance with relevant legislation.

(Refer to Job Description for complete position summary)

Main Responsibilities

- **Strategic Support and Advisory:** The Senior Manager of People & Culture will collaborate with the CEO to provide high-level HR guidance, ensuring HR strategies align with PHC's long-term goals, advising on organizational structure, workforce planning, and change management initiatives.
- **Employee Engagement and Workplace Culture:** Acting as a key leader in driving and implementing employee engagement programs that enhance workplace culture, the Senior Manager of People & Culture fosters diversity and inclusion across PHC to champion employee satisfaction and retention.
- **Policy and Compliance:** Develop, communicate, and enforce HR policies to ensure compliance with employment legislation, while managing the HRIS for efficient data tracking, reporting, and policy adherence across the organization.

- **Performance Management and Organizational Development:** Lead the design and execution of a comprehensive performance management system, including development initiatives, leadership training, and succession planning to support employee growth and organizational effectiveness.
- **Total Rewards:** Oversee the administration of PHC's compensation, benefits, and rewards programs, ensuring competitiveness in the marketplace, while managing job evaluation and pay equity processes to maintain legislative compliance and fiscal responsibility.
- **Disability & Wellness Management:** Manage employee absence claims, workplace accommodations, and return-to-work programs, working with internal and external stakeholders to support employee well-being and effective reintegration into the workplace.
- **Labour Relations:** Lead the collective bargaining process and provide advisory support on labour relations, maintaining effective communication, time sensitive resolution of grievances, and fostering positive relationships between management and unionized employees.

Required Qualifications

- Post-secondary degree in Human Resources, Business Administration, Industrial Relations, or a related discipline. Equivalent combinations of education and experience may be considered.
- Certified Human Resources Professional/Leader (CHRP/CHRL) designation is preferred.
- 7-10 years of progressive experience in HR, with a minimum of 5 years in a leadership role.
- Extensive experience in labor relations, including collective bargaining, grievance administration, and fostering positive union relationships.
- Strong working knowledge of Ontario Employment Standards Act, Ontario Human Rights Code, Pay Equity Act, WSIB, and other relevant legislation.
- Proven ability to develop and execute HR strategies that align with organizational goals, foster a positive culture, and support employee development.
- Experience in budget management and financial planning, with a focus on optimizing resources for HR programs.
- Advanced proficiency in HRIS, word processing, spreadsheet, and database software applications.
- Strong organizational skills with the ability to work independently and manage multiple priorities, ensuring attention to detail in a fast-paced environment.

- Exceptional communication and interpersonal skills, with the ability to build relationships and effectively engage with staff at all levels.
- Valid driver's license, insurance, and access to a reliable vehicle, with the ability to travel as needed.
- Acceptable Police and Vulnerable Sector check.

Application Information

Classification:	Non-Union Exempt	Competition Number:	11-2024
Salary Range:	\$78,173.51 - \$108,575.14 (2025 rates), salary will undergo review in 2025		
Employment Status:	Permanent, Full-time - 35 hours per week		
Location:	PHC Administration Office, 526 McDonnell Street, Peterborough		

In addition to a competitive salary and a rewarding career where you can truly make a difference, PHC offers a comprehensive total rewards package designed to support employee health, well-being, and work-life balance, including:

- Three (3) weeks of paid annual vacation, increasing with years of service;
- Five (5) paid lieu days annually;
- Participation in the OMERS defined benefit pension plan, ensuring financial security for your future;
- Extended health and dental coverage, life insurance, and both short-term and long-term disability benefits. Additionally, PHC provides a Health Care Spending Account to help cover eligible health-related expenses;
- Employee Assistance Program (EAP) to support your mental and emotional well-being;
- Maternity leave top up program (93% of base salary);
- Ongoing personal and professional development opportunities for our staff through training programs and wellness initiatives;

Due to the nature of this position, the Senior Manager of People & Culture is required to be physically present at our administration office, and not a remote work position.



Qualified applicants are invited to submit one file containing a résumé and cover letter quoting file number **11-2024** on the file as well as in the subject line, no later than **4:00 p.m.** on **Friday, November 29, 2024**, to [Human Resources](#).

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, Peterborough Housing Corporation will work collaboratively and respectfully with you in all stages of the recruitment process and throughout your employment. If you require accommodation at any stage of the hiring process, please advise Human Resources.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application but advise that only those selected for an interview will be contacted.