

'BUILD' your Future with Habitat for Humanity GTA

Director - People

Reports To	Vice President, Strategy, Administration and Performance
Division	Human Resources
Type	Full time, Permanent
Location	Toronto Office (155 Bermondsey Road, Toronto, ON), with some travelling to other GTA offices
Date	August 2019

Habitat for Humanity Greater Toronto Area (Habitat GTA) mobilizes volunteers and communities to help working, lower income families build strength, stability, and self-reliance through affordable homeownership. With the help of volunteers, donors, and community partners; we have built over 400 homes for families, including over 1,300 children in need of safe, decent, and affordable housing. We are an innovative, entrepreneurial social enterprise that has been increasing our capacity for impact each and every year.

What we offer...

- A meaningful opportunity to make a difference in your local community and to have first-hand contact with the families whose lives are transformed by our work
- The pride of being part of a highly respected, high profile global charity
- A stimulating, fast paced professional opportunity in a team of like-minded 'world-changers'
- Comprehensive health and dental benefits
- RRSP and Global Village subsidy (eligibility after one year of service)
- Flexible work arrangements
- Internal job mobility and developmental opportunities
- Wellness initiatives, including EAP and corporate gym membership rate with Godlife Fitness

The Opportunity

With the increasing costs of housing in the GTA, more and more families struggle to keep a decent roof over their heads. Caught in punishing cycles of unpredictable rent increases, overcrowded or unsafe living conditions, and inaccessible financing, these families live with the constant burden of uncertainty and stress.

Habitat for Humanity knows that safe, decent and affordable homeownership plays a critical role in helping families create a new cycle, one filled with possibilities and advancement. Affordable homeownership frees families from housing uncertainty and fosters the skills and confidence they need to invest in themselves and their communities. The outcomes can be long-lasting and life-changing.

Leading a small, but dynamic, multi-disciplined Human Resources team, the Director will directly impact the mission of Habitat GTA by advancing its organizational HR strategy, working alongside the organization's people managers in the building of a healthy, productive and driven team.



The successful candidate for this role will provide input into and leadership in the transformation of the organization's overarching strategy within the human resource and health and safety realms and ensure that the power of Habitat GTA's mission resonates for all those who contribute to the realization of its goals.

Your Impact

As a valued member of our team and in order to advance our strategy and mission of helping more families realize the strength and stability of their own home, you will:

- Provide thought leadership and support to the CEO and Executive in the development of long term strategic and annual business plans, translating organizational objectives into requirements for workforce planning, organizational structure, talent and performance management, compensation and benefit strategies, organizational development and an employee-oriented, high performance culture
- Develop, implement and evaluate HR and safety plans/policies/KPIs to advance Habitat GTA's long term strategic and annual business plans
- Provide leadership and strategic direction to the HR and health/safety team, in conjunction with individual coaching and development, to ensure the successful operations of all Habitat business units and the organization as a whole
- Provide direct leadership to the health and safety specialist who is responsible for promoting the highest standards of health and safety throughout the organization by implementing, evaluating, promoting and continuously improving Habitat's integrated health and safety program
- Build and/or support the development and execution of HR tools and processes that will advance the strength and capabilities of the organization
- When necessary, provide guidance/coaching to the Executive and people managers on HR related processes, initiatives, employee support approaches, etc.
- Establish and lead recruiting and hiring practices and procedures necessary to recruit and hire a superior employee workforce
- Proactively recommend employee relations' practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale
- Select and supervises Human Resource consultants, attorneys, and training specialists, and coordinates company use of insurance brokers, insurance carriers, pension administrators, and other outside resources.
- Conduct a continuing, best practice study of all HR policies, programs, and practices and keeps management informed of new developments
- Designs and co-manages organizational development that addresses issues such as succession planning, key employee retention, team structure and change management.
- With the Executive, construct an annual employee survey that measures employee satisfaction and the state of the organization's desired culture and co-creates action plans to address any gaps identified.
- Recommend Habitat's wage and salary structure and pay policies, including raises, used to help recruit and retain superior staff based upon competitive market research
- Leads Habitat compliance with all existing HR and safety legal and government reporting requirements and ensures that Habitat processes are in compliance with those laws and regulations
- Augment existing HRIS systems to improve efficiency and effectiveness of HR processes and data
- Develop and monitor the HR budget



What You Bring

- A combination of education and previous experience leading a wide-ranging HR portfolio and team
- Demonstrated success developing, leading and influencing HR at the executive level
- Ability to translate an above average level of strategic thinking into organizational design and people development
- Broad knowledge and experience in employment law, compensation and benefits, organizational planning and development, employee relations, health and safety, policy and process development, change management and training and career development
- A passion for developing others; coaching and mentoring a team and individuals to maximize engagement and potential
- Proven relationship building skills anchored by strong interpersonal skills with a high degree of professionalism and confidence
- Deep recruiting experience for positions at all levels, with proven success at leveraging all possible resources, technologies and networks
- Above average oral and written communication skills and excellent organizational capabilities
- Able to prioritize amongst competing business needs and to work collaboratively with the senior executive team to ensure that their requests for HR support are confirmed strategically and delivered upon
- Previous experience in the home building industry, not for profit organizations and/or retail is considered an asset
- Strong work ethic and high energy; suited to a multi-tasking, fast-paced environment
- Availability to work a flexible and sometimes varied schedule. Some travel to the ReStores and other regional office will be required.
- Demonstrated appreciation of diverse backgrounds, perspectives and lived experiences and able to leverage the strength that lies in that diversity
- A love of being part of a team; a willingness to roll up your sleeves and help staff in other areas when “all hands on deck” are needed
- A passion like ours...to help more families realize the strength and stability of their own home!

Your Application

If you are ready to make an impact in your local community and address emerging housing issues in the GTA through advocacy and influencing policy, then consider being a part of our team at Habitat for Humanity GTA. To indicate your interest in this position, submit your resume and a detailed cover letter to hr@habitatgta.ca. Please quote the job title in the subject line and in a covering letter that includes your salary expectations and a detailed explanation of why you are the best candidate for this Habitat GTA opportunity. Applications must be received by **September 20, 2019**.

Your Future at Habitat for Humanity GTA Awaits...

Applicants must be eligible to work in Canada throughout the duration of their employment with Habitat for Humanity GTA. Proof of eligibility will be required. As part of our selection process, the successful candidate must receive clearance by a police background check.

Habitat for Humanity GTA is committed to creating a diverse environment and is proud to be an equal opportunity employer.



Habitat for Humanity GTA is committed to ensuring a barrier-free, accessible and inclusive work environment. We welcome and encourage applications from people with disabilities. Upon individual request, we will endeavor to remove barriers to the hiring process to accommodate candidates with disabilities, providing the applicant has met the bona-fide requirements of the employment position. Please inform us should accommodation be required at any point during the recruitment and selection process.

Internal candidates with the required skill-set are encouraged to apply.

We thank all applicants for their interest in Habitat for Humanity GTA, however only those selected for an interview will be contacted.

