

The Home Construction Regulatory Authority (HCRA) is a private not-for-profit corporation that is designated by the Ministry of Government and Consumer Services to be the regulatory authority responsible for licensing of Ontario's new home builders and vendors. The HCRA goal is to foster improved home quality and homebuyer confidence in the home building industry through modernized licensing standards, education and compliance, providing increased consumer protection through enhanced regulatory measures. To learn more about the HCRA please visit www.hcraontario.ca.

HR Advisor

The HCRA is seeking a motivated professional who thrives in a fast-paced, high-profile environment to fill the role of **HR Advisor**. Reporting to the Manager, People and Culture, you will:

- Support the development of the HCRA's HR strategy, and related initiatives.
- Develop options/recommendations and coordinates inter-related strategies and programs to support the business objectives.
- Proactively develop and maintain effective partnerships and business relationships with the HCRA's senior management team in order to respond to HR service needs; provides advice and recommendations on a broad range of HR activities, policies and best practices to address issues with broader HR impacts.
- Act as the primary point of contact for managers and employees to provide HR operational services and support on functions such as job description reviews, staffing and selection strategies, interview and evaluation techniques, negotiating hiring terms and conditions, on-boarding, identifying performance development needs, health and safety, total rewards maintenance and interpretation of HR policies and best practices.
- Monitor and evaluate new/changed HR policies and programs to support further policy development including creation of reports on benchmarks, performance metrics.
- Support and/or lead projects/initiatives to develop and implement HR programs and systems (e.g., HR system, payroll system, benefits administration) and policies.
- Collect HR metrics and data from a variety of sources to conduct research and analysis in support of the development, implementation and continuous improvement of HR plans, policies, processes and guidelines.
- Support the development of risk and cost-benefits analysis of business needs to evaluate recruitment strategies and staff development opportunities that support building organizational capacity
- Monitors and analyze data patterns with attention to recruitment, staffing practices, and turnover.
- Research and assess emerging HR trends and leading HR practices in the building sector and provide analysis of implications for the organization.
- Prepare briefing notes, options papers, business cases, feasibility analyses, presentations and other HR-related documents.
- Maintains confidential HR files/records and interacts with the Finance department on budget and payroll issues, as required; ensures compliance with HR data privacy regulations and best practices.

Successful candidates will demonstrate the following:

- ✓ A minimum four years of progressively responsible experience in an HR advisory capacity including staffing, workforce planning and analysis, research and human resources policy development.
- ✓ Completion of a postsecondary degree/diploma in Human Resources Management or Business Administration or a related field – or a combination of education, training and experience deemed equivalent.
- ✓ Comprehensive knowledge of the theories, principles, and practices of human resources planning, human resources management and related legislation (e.g., Employment Standards Act, Occupational Health & Safety Act, Ontario Human Rights Code, etc.) policies and programs

- ✓ Knowledge of organization culture, organizational development, staffing and staff development
- ✓ Superior consultative skills and political acuity, to develop and maintain effective business partnerships with senior management to advise on complex/contentious HR matters.
- ✓ Well-developed conceptual and analytical skills to identify and assess needs, identify options and propose HR solutions.
- ✓ Proven research skills, to review and analyze various human resources management issues, metrics, trends, etc. such as systemic issues, policy/process concerns, business needs, etc. and to prepare recommendations and reports, as appropriate.
- ✓ Proven coordination and project management skills, to lead and/or support various initiatives, projects, activities and services.
- ✓ Strong attention to detail to drive HR data in the development of HR business solutions; knowledge of principles of accountability and risk management to ensure analysis supports the HR framework in meeting business needs.
- ✓ Proven knowledge of program analysis and evaluation techniques to assess the effectiveness of HR processes.
- ✓ Strategic thinker to identify and recommend short- and long-term options to HR issues and planning activities.
- ✓ Adept at business case development to develop plans for improvements to HR policies, processes and best practices.
- ✓ Proven client-focused approach with high level of professionalism and discretion.
- ✓ Familiarity with MS Office suite including MS Outlook, Word, Excel, PowerPoint, etc. and with Human Resources Information Systems.

How to Apply

To apply, please forward your resume and cover letter to HR Associates (our recruitment partner) at hcr-hra@hrassociates.ca by **January 21, 2022**. If you have questions, please contact Luciana Da Silva at 416-237-1500 ext. 266. For more information about HCRA or to view other career opportunities, please visit www.hcraontario.ca.

HCRA will offer a competitive compensation package including benefits and a defined contribution pension plan. A *criminal reference check* will be required for the successful candidate.

We thank all external applicants for their interest, however, only those selected for further consideration will be contacted. Accommodation, if required, will be provided throughout the hiring process in accordance with the *Ontario Human Rights Code*.

HCRA IS AN INCLUSIVE EMPLOYER.

