

**Position Vacancy Bulletin**  
**Manager, Human Resources**  
**Part Time: 0.6 FTE**

**The Organization**

The Manitoba Centennial Centre Corporation (MCCC) is a provincial Crown Corporation providing Manitobans with a vital and living place for the enjoyment of artistic and cultural entertainment. MCCC is responsible for the administration of the *Manitoba Centennial Centre for the Arts* and has direct operating responsibility for the Centennial Concert Hall and the Manitoba Production Centre.

The Corporation has a mandate to support arts and culture in Manitoba, be socially responsible, deliver customer satisfaction, provide a quality workplace for its employees, and operate its business effectively. In support of these goals, employees demonstrate the Corporation's core competencies which include teamwork, respect in the workplace, adaptability/flexibility, problem solving skills, communication, interpersonal skills, and a strong commitment to support the Arts.

**The Position**

The *Manitoba Centennial Centre Corporation* is hiring a **Manager, Human Resources** to oversee the provision of Human Resource services and programs for the corporation.

Reporting to the president and CEO, the incumbent is responsible for providing guidance and support to the management team of MCCC with respect to human resource matters. The incumbent must keep abreast of the strategic needs of the organization, developing HR programs to enhance the human resource requirements of the organization. A high degree of confidentiality and integrity is required to balance the competing interests of employees, management, and the organization.

**Responsibilities Include**

- recruiting and staffing.
- organizational departmental planning.
- compensation and benefits administration.
- performance management and improvement systems.
- organization development.
- employment and compliance with regulatory concerns regarding employees.
- employee onboarding, development, needs assessment, and training.
- policy development and documentation.
- employee relations.
- employee safety, wellness, and health.
- review, develop and implement human resource policies and procedures.
- employee services and counseling
- ensure that MCCC's human resource management activities are carried out in accordance with relevant government legislation, regulations, policies, and collective agreements governing internal labour relations, payroll, personnel and administrative matters.
- assist in the recruitment and selection process of new employees and provide guidance, training and coaching to Managers and Supervisors.
- ensure accurate and up to date position descriptions are prepared for all positions.
- research, develop and establish various human resource programs which may include an Orientation/On-Boarding Program for New Employees, Attendance Management, Employee Recognition, Respectful Workplace Policies, Disability Management and Return to Work programs etc.

The Human Resources Manager will lead human resources practices and objectives that will provide an employee-oriented; high-performance culture that emphasizes empowerment, quality, productivity, and standards; goal attainment, and the recruitment and ongoing development of a superior workforce.

The Human Resources Manager is responsible for the development of processes and metrics that support the achievement of the organization's business goals.



The Human Resources Manager coordinates the implementation of people-related services, policies, and programs and assists and advises company directors and managers about human resources issues.

**Primary Objectives of the Human Resources Manager:**

- Development of the Human Resources department.
- Development of an employee-oriented company culture that emphasizes quality, continuous improvement, key employee retention and development, and high performance.
- Health and safety of the workforce.
- Development of a superior workforce.

**Development of the Human Resources Department:**

- Develop and implement human resources programs.
- Identifies opportunities for improvement and resolves problems.
- Develop and monitor an annual budget that includes human resources services, pay and benefit services, and employee recognition.
- Select and supervise training specialists and other outside sources that may be required periodically.
- Conduct a continuing study of all human resources policies, programs, and practices to keep management informed of new developments.
- Lead the development of department goals, objectives, and systems. Provide leadership for human resources strategic planning.
- Establish HR departmental measurements that support the accomplishment of the company's strategic goals.
- Manage the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.
- Develops and administers programs, procedures, and guidelines to help align the workforce with the strategic goals of the company.
- Participates in executive, management, and company staff meetings and attends other meetings and seminars.

**Human Resources Information Systems (HRIS):**

- Investigates the implementation and cost benefits of a HRIS system to streamline administrative tasks, empower employees, and meet the overall needs of the organization.

**Training and Development:**

- Coordinates all human resources training programs in collaboration with division and/or department managers. Provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports.
- Leads the implementation of the performance management system that includes performance development plans (PDPs) and employee development programs.
- Establishes an in-house employee training system that addresses company training needs including training needs assessment, new employee onboarding or orientation, management development, production cross-training, the measurement of training impact, and training transfers.
- Assists managers with the selection and contracting of external training programs and consultants.
- Assists with the development of and monitors the spending of the corporate training budget. Maintains employee training records.

**Employment:**

- Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
- Interviews management and serves as part of the interview team for position finalists.
- Chairs employee selection committees or meetings.

**Employee Relations:**

- Formulates and recommends human resources policies and objectives for the company on any topic associated with employee relations and employee rights.
- Complies with and manages the collective agreements negotiated with the employees of the corporation.
- Provides direction to management regarding the application and interpretation of the terms of the collective agreements.



- Ensures management is aware of and follows the terms of the collective agreements.
- Will be part of the senior team responsible for negotiating collective agreements.
- Partners with management to communicate Human Resources policies, procedures, programs, and labour laws.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation. Conducts periodic surveys to measure employee satisfaction and employee engagement.
- Coaches and trains managers in their communication, feedback, recognition, and interaction responsibilities with the employees who report to them.
- Makes certain that the managers know how to successfully, ethically, honestly, and legally communicate with employees.
- Conducts investigations when employee complaints or concerns are brought forth.
- Monitors and advises managers and supervisors in the progressive discipline system of the company.
- Monitors the implementation of a performance improvement process with non-performing employees.
- Reviews, guides, and approves management recommendations for employment terminations.
- Leads the implementation of company safety and health programs. Monitors the tracking of Occupational Safety and Health required data.
- Leads the company wage and salary structure, and pay policies for excluded employees.
- Leads competitive market research to establish pay practices and pay bands that help to recruit and retain superior staff.
- Monitors all pay practices and systems for effectiveness and cost containment.
- Leads participation in at least one salary survey per year. Monitors best practices in compensation and benefits through research and up-to-date information on available products.

**Benefits:**

- With the assistance of the Director Finance and Administration, obtains cost-effective, employee-serving benefits; monitors provincial/national benefits environment for options and cost savings.
- Leads the development of benefit orientations and other benefits training for employees and their families.
- Recommends/Analyzes changes in benefits offered aimed at employee satisfaction and retention and cost effectiveness.

**Law:**

- Directs the preparation of information requested or required for compliance with labour laws. Approves all information submitted. Serves as the primary contact with outside government agencies.
- Protects the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations. Minimizes risk.

**Organization Development:**

- Designs, directs, and manages a company-wide process of organization development that addresses issues such as succession planning, superior workforce development, key employee retention, organization design, and change management.
- Manages employee communication and feedback through such avenues as company meetings, suggestion programs, employee satisfaction surveys, newsletters, employee focus groups, and one-on-one meetings
- Manages a process of organizational planning that evaluates company structure, job design, and personnel forecasting throughout the company. Evaluates plans and changes to plans. Makes recommendations to executive management.
- Identifies and monitors the organization's culture so that it supports the attainment of the company's goals and promotes employee satisfaction.
- Participates in a process of organization development to plan, communicate, and integrate the results of strategic planning throughout the organization.
- Manages the company-wide committees including the wellness, training, environmental health and safety, activity, and culture and communications committees.
- Keeps the CEO and the executive team informed of significant problems that jeopardize the achievement of company goals and those that are not being addressed adequately at the department management level.

The Human Resources Manager assumes other responsibilities as assigned by the CEO.

**Human Resources Manager Job Requirements**



- Knowledge and experience in labour laws, particularly in a unionize environment, compensation, organizational planning, recruitment, organization development, employee relations, safety, employee engagement, and employee development.
- Experience with the administration of benefits and compensation programs and associated software.
- Better than average written and spoken communication skills.
- Outstanding interpersonal relationship building and employee coaching skills.
- Demonstrated ability to lead and develop an HR department.
- Demonstrated ability to serve as a knowledgeable resource to the executive management team that provides overall company leadership and direction.
- Excellent computer skills in a Microsoft Office environment and skills in Human Resources Information Systems (HRIS).
- General knowledge of provincial and federal labour laws and practices
- Experience working with collective agreements.
- Evidence of the ability to practice and coach organization managers in the practice of a high level of confidentiality.
- Excellent organizational management skills.

**Education and Experience Required for the Human Resources Manager Job:**

- Post secondary degree/diploma in Human Resources.
- CPHR designation is desirable.
- A minimum of five years of progressive leadership experience in Human Resources positions.
- Experience in union negotiations and interpreting collective agreements.
- Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement, preferred.
- Possess ongoing affiliations with leaders in successful companies and organizations that practice effective Human Resources Management.

**Compensation**

This is an excluded position reporting to the president and CEO and is part of the Senior Management Team.

This is a **Part Time**, appointment (approximately 42 hours bi-weekly) with salary and benefits fitting this appointment.

Salary Range for this position is \$39.77 - \$49.20 per hour

Please forward application form with resume and cover letter by May 1, 2023 to:

**Attention: Human Resources**

Manitoba Centennial Centre Corporation  
Suite 1000 - 555 Main Street  
Winnipeg, Manitoba R3B 1C3  
Email: HR2@mbccc.ca

For a full job description please visit [www.mbccc.ca](http://www.mbccc.ca)

*Only those candidates selected for an interview will be contacted.*