JOB DESCRIPTION

| **TITLE** | HR MANAGER  |
| --- | --- |
| **Reports To**  | [Insert Title] |

**Job Purpose**

The HR Manager leads the organization’s HR team. This role manages recruitment, performance reviews, wage reviews, disciplinary action, and learning and development. The HR Manager oversees the recruitment process and consults with top executives on strategic planning. The HR manager also links management and employees.

The successful HR manager has strong problem-solving and decision-making skills and a deep understanding of employee relations, staffing management, and payroll. The manager is also great at conflict management, scheduling, and recruitment.

**Duties and Responsibilities**

Overall Responsibilities:

* Developing and implementing HR strategies and initiatives consistent with [ORGANIZATION NAME]’s overall business strategy
* Developing transparent policies and promoting policy awareness
* Ensuring compliance with workplace health and safety is maintained and reported
* Creating a bridge between management and employees by addressing demands, complaints, or other issues
* Consulting with other managers on human resource issues, such as equal employment opportunity and sexual harassment, as a consultant
* Supervise the organization's recruitment, interview, and selection procedures
* Planning and administering employee benefits
* Managing workplace investigations, disciplinary actions, and terminations
* Leading a junior human resources management team
* Creating transparent policies and promoting policy awareness
* Providing informative and engaging presentations
* Protecting employee and workplace confidentiality
* Performing other related duties

**Qualifications**

* X years of experience as an HR manager or in other related work
* A bachelor’s degree in human resources or a related field
* A master’s degree is a plus
* Certification with the applicable professional body (HRPA, etc.)
* Proficiency with MS Office applications and other related software [list HRIS, HRMS, or HCM software if applicable]
* In-depth knowledge of labour law and employment equity regulations

**Core Competencies**

* Effective HR administration and people management skills
* Comprehensive knowledge of HR functions and best practices
* Excellent verbal and written communication abilities
* Effectively handles stress and strict deadlines
* Outstanding organizational and time management abilities
* Strong decision-making and problem-solving skills

**Working Conditions**

* Long hours and hours outside of typical working schedule may be required
* Some travel may be required
* Extended periods of sitting may be required