

Job Family: Community & Internal Support
Position: **Human Resources (HR) Manager**



Salary range: \$5,200 to \$5,525 per month

Hours of work: 37.5 hours a week

Term: 12 months with the possibility of extension.

SASS looking for a strong, self-motivated, and experienced individual to serve as an HR Manager to support the needs of our growing organization. The HR Manager is responsible for the development and implementation of key policies, programs and procedures regarding human resource administration and compliance, recruitment, training and development, performance management, occupation classification, pay and benefits administration.

SASS seeks to ensure that our employment practices are inclusive, intersectional, culturally responsive, trauma and violence informed. Given the unique HR needs faced by the gender-based violence not-for-profit sector, this role will be required to [Integrate Government of Canada's Gender-based Analysis Plus](#) in our Human Resources processes, and develop tools to support effective employee management. This includes but is not limited to:

- A new salary scale
- Core Competencies, Process for Additional Learning, and Employee Onboarding Plan
- Updated policies and resources to support employees with barriers due to with lived and/or living experiences of trauma, and other barriers from structural inequities

All employment related costs for mileage, meals, incidents, and accommodation associated to the project will be paid for by SASS. You will receive 1.25 days vacation and sick pay per month. Employee benefits included. Employer contribution to CPP, EI, and WCB is paid and a T4 will be issued yearly.

Start Date: As soon as possible.

Work Location: Regina, In-person

Duties and Responsibilities:

Recruitment and Staffing

- Review SASS's hiring and onboarding policies to identify areas of improvement in the hiring and staff management.
- Conduct job analyses, writing job descriptions, and posting job openings.
- Screen resumes, conducting interviews, and selecting candidates.
- Onboard new employees and facilitating their integration into the organization.

Employee Relations

- Handle employee grievances, disputes, and disciplinary actions.
- Mediate conflicts and promoting positive work relationships.
- Develop and implement policies and procedures to maintain a positive work environment.

Training and Development

- Determine core competencies required for working within the GBV sector and determine processes/components for on-site additional learning to support employee success.
- Organize and facilitate training sessions, workshops, and seminars.
- Monitor and evaluate training program effectiveness.

Compensation and Benefits

- Develop a salary scale for SASS that reflects our commitment to equitable pay and affords employees a dignified standard of living.
- Develop and administer compensation and benefits programs as needed
- Support Executive Director with payroll management
- Explore additional ways to support employees with added/intersectional barriers not addressed by Saskatchewan's employment legislations and regulations

Performance Management

- Conduct annual performance reviews with all employees
- Provide feedback and coaching to employees on their performance.
- Develop performance improvement plans and address underperformance.

HR Administration and Compliance

- Maintain employee records and HR databases.
- Support Executive Director in ensuring compliance with labor laws and regulations.
- Handle HR-related paperwork, such as employment contracts, policies, and procedures.

Strategic HR Planning

- Collaborate with SASS leadership to align HR strategies with organizational goals.
- Forecast future staffing and talent needs based on organizational mandate
- Support the implementation of employee succession plans

Qualifications:

- Bachelor's degree in human resources, labour relations, or a related field., or an equivalent combination of education and experience.
- Experience working in human resources, or a related field, preferably in the not-for-profit sector
- Knowledge of HR laws, regulations, and best practices.
- Excellent organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines.
- Ability to work independently as well as part of a team in a fast-paced environment.
- Ability to handle confidential and sensitive information with discretion.
- Experience working within the gender-based violence sector is an asset but not required.

Skills and Abilities:

- Excellent organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines.
- Manages own time effectively and ensures immediate reports to manager is kept informed of activities and progress of work
- Strong interpersonal skills and to work effectively with a wide range of stakeholders.
- Critical thinking and problem-solving skills.
- Flexibility and adaptability to changing needs and priorities of the office.
- Strong computer skills and experience working with Microsoft Office Suite and videoconferencing platforms are required.
- Must be open to learning and development and be willing to accept new challenges and assignments.
- Ability to work independently as well as part of a team in a fast-paced environment.
- Experience working within the gender-based violence sector is an asset but not required.

How to apply:

Please send a resume, cover letter, and list of 3 professional references to Kerrie Isaac at kerrie@sassk.ca by **July 10, 2024**.

About SASS

[Sexual Assault Services of Saskatchewan](#) (SASS) is a provincial non-profit organization that works collaboratively with front-line agencies, community partners, and governments to provide support and advocacy for those affected by sexual violence in the province.

SASS expertise lies within our specialized understanding of the multifaceted forms of sexualized violence, and how they relate with other forms of interpersonal violence and abuse.

We support member agencies and communities in working towards changing the conditions, root causes, and institutional barriers that enable and perpetuate sexualized violence. We are committed to action against sexual violence through initiatives, strategic partnerships, and evidence-informed advocacy that advances systemic change from the front lines to the legislative.