



JOB TITLE: Director, Human Resources Programs
DEPARTMENT: Human Resources, Guardian Capital Group Limited (“GCG”)
REPORTS TO: Executive Vice President, Human Resources
LOCATION: Commerce Court West, 199 Bay Street, Toronto

Guardian Capital requires all new hires to be fully vaccinated against COVID-19 at least 14 days before the start date (subject only to any approved accommodation).

JOB STATEMENT:

Guardian Capital Group Limited is a diversified financial services company that serves the needs of a wide range of clients. As we continue to create and maintain value while growing the various segments of the company, the organization has an immediate need for a Director, HR Programs. The ideal candidate is passionate about driving operational excellence and supporting key initiatives across the company with a focus on enabling strategic outcomes. This role will strive to shape service delivery of core lifecycle processes, policy and compliance through simplification and automation, in service of delivering the best-in-class employee experience. It will ensure the effective and efficient delivery of people operations and work collaboratively with stakeholders to define and collect input on how to deliver key processes and metrics that reliably measure employee and organizational outcomes.

ESSENTIAL FUNCTIONS:

- Providing strategic leadership for the expansion, improvement and management of HR operations and service offerings;
- Identifying opportunities to enhance the employee experience, optimize processes, and make informed decisions using a data-driven approach;
- Providing direction to build and implement effective, efficient, and consistent operational processes;
- Leading the development and implementation of policies and programs including benefits and compensation; ensuring updates and revisions are consistent with changes in laws, regulations, best practices and company culture;
- Investigating and resolving complex matters that arise regarding policies, processes and practices;
- Overseeing and managing compliance programs (Pay Equity, AODA) and creating a framework to track and audit compliance requirements;
- Managing all programs vendor management relationships to ensure alignment with vision and consistent service delivery; and
- Carrying out other HR projects and functions as assigned by the EVP.

QUALIFICATIONS:

- Post-secondary education in a related field of study
- Minimum of 10 years of progressive experience in an HR operations function with experience designing and implementing efficient and effective operational processes
- Strong work experience across all HR functional areas including recruitment, onboarding, employee relations, performance management, compensation and benefits
- Systems thinker who connects the dots between business needs and efficient, tech-enabled solutions
- Exceptional communication and interpersonal skills, both written and verbal

- Superior organizational skills in order to juggle multiple competing priorities effectively, among multiple business units
- Strong consultative, negotiation, conflict resolution and problem solving skills
- Ability to handle sensitive and confidential information in a professional manner
- Strong knowledge of Microsoft Outlook, Word, Excel and PowerPoint

COMPENSATION:

Commensurate with experience

If you are interested in applying for this position, please forward a cover letter and resume in confidence to hr@guardiancapital.com.

Guardian Capital is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian Capital will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

We thank all applicants for their interest but only those selected for an interview will be contacted.