Director of Human Resources

We are looking for our first Director of Human Resources to add to the team! Reporting to our Chief Financial Officer, you'll be driving people-centric strategies that grow our culture, engagement, and overall company-performance.

The Director, Human Resources (HR) is responsible for the delivery of HR policies, programs, procedures, and services. Competition for talent in the financial services space is fierce, you will be a key part of positioning the CSE as an employer of choice in the industry. The Director will work collaboratively and in partnership with business leaders to provide trusted and valued support by fulfilling business requirements through talent acquisition, succession and workforce planning, employee relations, compensation, HR programs, employee experience, learning and talent development planning and initiatives.

Primary Responsibilities

HR Strategy & Organizational Effectiveness

- Lead the discussion, development, and implementation of a comprehensive strategic framework for human resources that will align people with the organization's vision and execution to achieve the exchange's business goals and objectives.
- Involvement in all aspects of people management, including Compensation and Benefits, Performance Management, Learning and Development, Talent Review / Development, Recruitment, Succession Planning.
- Develop, update, and maintain HR policies and procedures as necessary, ensuring compliance with relevant legislation and best practices.
- Support Talent Acquisition by reviewing job descriptions, identifying search criteria, and supporting the selection process
- Drive and implement human resources change agenda through effective people and talent management strategies and organization processes and programs that support the business requirements and establish a culture of respect.
- Manage, oversee, and guide payroll functions, compensation programs and group benefit programs.
- Prepare and manage HR budget, manage HR vendors, and approve HR invoices for payment.

HR Business Partner

- Partners, consults, advises, and guides business leaders on HR matters.
- Provides strategic recruitment guidance, tools, and advice to hiring managers ensuring that vacancies are filled in a timely and efficient manner; manages the recruitment process as required including recommending best practices, facilitating the interview and selection

process, providing a positive candidate experience, negotiating offers of employment and executing the employment package.

- Integrates competency-based approach to talent development and acquisition programs.
- Uses a consultative approach to build relationships across the business sectors to enhance the staffing experience for all stakeholders including candidates and hiring managers.
- Supports talent planning, succession planning, and organizational design initiatives by providing guidance and advice on best practices, highlighting, and making recommendations on potential organizational impacts.
- Provides consultative services to people managers on employee coaching, counselling, conflict resolution, and meditation, corrective and progressive discipline, and termination if required.
- Supports people managers in the development of training and learning paths for employees.
- Partners with the business to create a challenging and rewarding work environment that encourages open communication and trust and fosters employee engagement.
- Participates in the compensation management process by researching and recommending annual salary increases and guidelines.
- Facilitates year-end compensation review exercise for business groups, including base pay and review and bonus administration.

Required Qualifications

Education & Experience

- University degree in Business Commerce/Labour Relations/Psychology or related discipline
- CHRP designation required
- 5+ years experience in a progressive HR management role with specific experience in strategy development, organizational design, talent management and change management
- Demonstrated experience in a leadership role in a fast-paced environment
- Demonstrated business leadership skills
- Experience with all facets of HR including employee relations, recruiting, learning, compensation, analytics, and employee engagement programs
- Demonstrated ability to manage ambiguity and determine appropriate required actions

Other Skills

- Ability to work collaboratively across all levels of the organization
- Ability to understand the drivers, financials, variables, and underlying business models our organization utilizes to generate a profit
- Demonstrated ability to focus on critical details and define and execute an appropriate path forward
- Passion for continuous improvement and streamlining HR-related processes
- Results oriented with excellent implementation skills
- Communicator with effective listening, facilitation, and interpersonal skills to interact at all levels; relatable and authentic
- Self starter with critical thinking, influencing, and negotiating skills
- Strong mentorship and coaching skills
- Demonstrates sound judgement and decision-making
- Operates with a high degree of integrity and professionalism
- Effective risk orientation to complement business performance

- Computer proficiency in MS Office (Word, Excel, PowerPoint, Outlook) and knowledge of payroll systems (ADP preferred)

Job Type: Permanent

Location: Toronto

COVID-19 considerations:
Note COVID-19 Protocols are currently in place. The Finance, HR and Administration Staff will work in a scheduled hybrid workplace model until further notice.

Please submit your application to Careers@thecse.com

The CSE thanks all applicants for their interest, however only those selected for interview will be contacted.