



Director, People and Culture

(Salary commensurate with experience)

The **Office of the Auditor General of Ontario** (Office) is recruiting a highly motivated, strategic Human Resources (HR) leader to join our team. The **Director, People and Culture** plays an important role in supporting the mandate of the Office of the Auditor General Ontario by overseeing and optimizing the human resources strategies and functions. Reporting to an Assistant Auditor General, this role is responsible for helping to foster a positive and inclusive work environment, ensuring compliance with employment laws and regulations, and implementing HR policies that align with the Office's objectives. Through effective communication and collaboration, the **Director, People and Culture** strives to enhance employee recruitment, engagement, wellness, performance and development, contributing to the overall success and effectiveness of the Office of the Auditor General Ontario.

The Office of the Auditor General is an independent office of the Legislative Assembly that conducts performance and financial statement audits of the provincial government, its ministries and agencies. We also audit organizations in the broader public sector that receive provincial funding. Our vision is to deliver exceptional value and assurance to members of the Legislative Assembly, the Standing Committee on Public Accounts, and all Ontarians through high-quality work that promotes accountability, value for money and effective governance in the Ontario public sector.

What can I expect to do in this role?

You will have primary responsibility for, but not limited to:

- Developing and leading strategic HR initiatives, ensuring compliance with employment legislation and alignment with applicable Ontario Public Service policies and best practices. Directing and evaluating programs that inspire trust and foster a safe, innovative culture aligned with the Office's strategic goals.
- Keeping abreast of the HR landscape by actively monitoring and anticipating changes in employment law and government HR policies. Proactively adjusting organizational policies in response to these developments. Actively staying informed about HR practices, trends, and policy changes in legislative audit offices and private sector accounting firms.
- Leading the development, implementation, and maintenance of HR policies and procedures. Identifying opportunities for best practices on inclusion, diversity, equity

and accessibility (IDEA) and liaising with staff to facilitate the integration of IDEA within the Office's policies, programs and services.

- Evaluating existing HR policies, strategies and initiatives to determine their effectiveness, recommend new, revised or additional policies where necessary, and ensure consistent application.
- Developing, facilitating and/or procuring staff training that fosters an inclusive culture, with emphasis on topics such as human rights and harassment, anti-racism, unconscious bias, allyship, civility and respect, cultural competence, etc.;
- Overseeing the development and implementation of the Office's annual training and development plan.
- Providing effective leadership of the human resources team, including guidance, mentoring, providing growth/learning opportunities, establishing work priorities and goals/objectives, and evaluating performance.
- Providing strategic advice to senior leaders and provide coaching and mentoring to directors/managers on all people-related or HR-related matters, including interpretation of policies and procedures, performance and attendance management, progressive discipline and employee development and recognition.
- Leading the development and overseeing implementation of the Office's recruitment, orientation, employee engagement, retention, performance management, health and wellness, workforce planning, accessibility, diversity, learning, and development strategies and initiatives.
- Overseeing the total compensation and performance management strategy.
- Managing the disability-management process, including requesting appropriate documentation and necessary follow-up.
- Championing a positive, healthy workplace in partnership with senior management, including leading change management, organizational design and workforce planning, health, safety and wellness initiatives, and accommodation plans for staff.

How do I qualify?

Education, Skills, and Knowledge:

- Completion of a university degree in human resources management or relevant field.
- Certified Human Resources Executive (CHRE) or Certified Human Resources Leader (CHRL) designation required.
- 8+ years of experience in Human Resources management with at least 4 years in a leadership capacity.

- Excellent interpersonal and relationship-building skills at all levels of the organization to confidently handle strategic and sensitive situations with empathy, respect, and professionalism at all times.
- Excellent written and verbal communication skills.
- Proficient with Microsoft Office products (Outlook, Word, Excel, PowerPoint, etc.) and other technologies.
- Demonstrated ability to prioritize workload while working effectively within a team and independently.
- Excellent working knowledge of applicable employment law (the *Employment Standards Act*, the *Occupational Health and Safety Act*, the Human Rights Code, the *Accessibility for Ontarians with Disabilities Act*, etc.).
- Knowledge of the *Auditor General Act* as it relates to employment requirements of the Office of the Auditor General of Ontario.
- Demonstrated in-depth knowledge of HR core functional, areas such as talent management, succession planning, compensation, and employee relations.
- Strong understanding of Ontario's training and qualifications requirements for professional accountants.
- Experience in the public sector preferred.
- Knowledge of, and experience with, the ADP Workforce platform is an asset.

Salary range: \$130,930 to \$178,580

Note: Prior to an offer of employment, the top applicant(s) will be required to undergo a screening by the Canadian Police Information Centre (CPIC).

If you want to work in an environment that is positive, challenging, and safe, where your contributions are valued, please submit a cover letter and resume (as one document) by February 23, 2024, to resumes@auditor.on.ca, and specify the competition number as **#2401**.

Office Address: 20 Dundas Street West, Suite 1530, Toronto, Ontario

The Office of the Auditor General of Ontario is an inclusive employer and is committed to creating an accessible environment for our employees and candidates. Accommodation is available upon request.