

## Manager, Human Resources

### **Stem Cell Network**

**The Stem Cell Network (SCN)** is a national not-for-profit organization that supports three main objectives: stem cell and regenerative medicine research; training the next generation of highly qualified personnel; and supporting the knowledge mobilization and transfer of stem cell and regenerative medicine research. From the lab to the clinic, SCN's goal is to power life-saving therapies and technologies through regenerative medicine research for the benefit of all. With support from the Government of Canada, the Network has grown from a few dozen labs to more than 270 world-class research groups, supporting 250 plus research projects and 30 clinical trials. Since its inception, over 25 biotech companies have been catalyzed or enhanced and more than 7,000 highly qualified personnel have been trained.

### **Purpose:**

Reporting to the Vice President, Corporate services, the Manager, Human Resources (HR), serves as the liaison between senior management and other employees of the organization. This role oversees all HR programs, handling employee relations, ensuring compliance with legislative requirements and regulations, and establishing corporate policies and training as required. The Manager will lead talent recruitment and retention, support staff development, support annual performance planning and process, develop compensation plans, run orientation and on-boarding processes, maintain staff relations, manage benefit plans, and oversee wellness and health and safety initiatives. This role provides an effective and dedicated HR advisory service to all employees in relation to absence and health issues, conduct and capability, organizational change, and all other employee-relations matters.

The goal is to ensure that all HR needs of the company are being met and are aligned with all corporate objectives.

### **Key Responsibilities & Accountabilities:**

- Develop and implement human resources policies including compensation, leave, health and safety etc., ensuring compliance with all applicable provincial and federal employment laws
- Assist reporting managers with establishing objectives and compensation, reviewing performance and building a professional development plan for all employees



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- Promote best practices to ensure a respectful and non-discriminatory work environment and culture
- Design and maintain all job profiles
- Ensure SCN's annual performance planning system is on time and properly executed by senior leaders
- Manage the recruitment process by identifying candidates, conducting interviews, completing reference checks and issuing employment contracts, in collaboration with hiring managers
- Prepare documentation and facilitate on-boarding processes for new hires, coordinating with cross-functional areas to deliver an exceptional first-day experience
- Mediate and successfully resolve employee relations issues, conducting thorough and objective investigations when necessary
- Maintain and manage staff records and HRIS
- Report to SMT by analyzing data and using HR metrics
- Manage the administration of benefits, compensation, leave and employee performance programs, tracking vacation/sick pay, and updating benefit/pension changes
- Advise on employee career development to maintain corporate knowledge and to enhance depth and breadth of skills available
- Work with both employees and management to facilitate open communications across the organization that will enable smooth operations of the Network
- Maintain confidentiality and use discretion at all times
- On occasion, perform other duties as assigned

#### **Education and Experience Requirements:**

- Bachelor's degree in Human Resources or a related field is required
- Human Resources Professional Certification is highly desired
- At least eight years of experience in a Human Resources Generalist role
- Deep understanding of Labor Law and employment equity regulations
- Full understanding of the way an organization operates to meet its objectives
- Thorough knowledge of human resource management principles and best practices
- Excellent organizational and leadership skills
- Excellent communication skills, interpersonal skills, ethics, and cultural awareness
- Resourceful, problem-solving aptitude and thorough knowledge of HR procedures and policies
- Knowledge of data analysis and reporting
- Advanced knowledge of MS Office



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- Works comfortably under pressure and meets tight deadlines
- Strong decision-making skills and a meticulous attention to detail
- Experience working in a high performing organization that works across teams, depending on project requirements, and within a functional reporting structure
- Ability to work effectively in a hybrid team environment, maintaining collaboration with other staff
- Previous experience working in a not-for-profit environment an asset
- Bilingualism in both Canada's official languages is a strong asset

**Special Conditions:**

- This is a hybrid work position, with a part-time (3-days per week) work schedule.

**Applications Deadline:**

Interested Applicants should forward a CV with a cover letter to [SCNHR@stemcellnetwork.ca](mailto:SCNHR@stemcellnetwork.ca) by August 2, 2024.

*“The Stem Cell Network is committed to providing accessible employment practices, in compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). Applicants are asked to make accommodation requests to SCN, and we will make every effort to ensure that accommodation requests are met throughout the recruitment process.”*