

FIFA Women's World Cup Canada 2015
National Organizing Committee
Job Description – Manager Human Resources

TITLE	<i>Manager, Human Resources</i> <i>FIFA Women's World Cup Canada 2015</i>
REPORTS TO	<i>Chief Financial Officer</i>
DIRECT REPORTS	<i>Nil</i>
LOCATION	<i>Ottawa, Ontario</i>
CONTRACT TERM	<i>November 15, 2012 to September 30, 2015</i>

OVERVIEW

The National Organizing Committee for the FIFA Women's World Cup Canada 2015 is looking to fill the position of Manager Human Resources. Held every four years, the FIFA Women's World Cup is the largest women's sporting event in the world. In 2011, the Canadian Soccer Association was awarded the right to stage the 2015 edition of this prestigious event, as well as the hosting rights to the FIFA U-20 Women's World Cup Canada 2014.

The Manager Human Resources is responsible for providing support in the various human resource functions, which include recruitment, staffing, training and development, performance monitoring and employee counseling for the FIFA Women's World Cup Canada 2015 and the FIFA U-20 Women's World Cup Canada 2014. This position, located at the National headquarters in Ottawa, ON, will manage the Human Resources of the Competitions at the National office, as well as Venue offices located in Vancouver, Edmonton, Winnipeg, Ottawa, Montreal and Moncton. Additional oversight and management of the existing staff of the Canadian Soccer Association may be included. Specific areas of focus include:

- Provide advice and assistance in developing human resource plans
- Ensure that accurate job descriptions are in place
- Provide advice and assistance with writing job descriptions
- Manage staff recruitment, hiring and placement
- Provide staff orientations
- Provide advice and assistance when conducting staff performance evaluations
- Organize staff training sessions, workshops and activities
- Provide basic counseling to staff who have performance related obstacles

As part of the Finance team the Manager Human Resources will have overall responsibility to:

- Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff.
- Draft employment contracts and maintain records.
- Prepare, develop and implement procedures and policies on staff recruitment
- Provide advice and assistance to supervisors on staff recruitment
- Prepare notices and advertisements for vacant staff positions in accordance with the NOC direction

- Schedule and organize interviews
- Participate in applicant interviews
- Conduct reference checks on possible candidates
- Inform unsuccessful applicants
- Conduct exit interviews

DUTIES & RESPONSIBILITIES

Duties related to providing information and assistance to staff, supervisors on human resource and work related issues include but are not restricted to:

- Develop and implement a human resources plan and personnel management policies and procedures
- Promote workplace safety.
- Provide advice and assistance to staff and management on pay and benefits systems
- Explain and provisions of the personnel policy.
- Explain employment standards and legislation such as workers compensation, labour standards, etc
- Organize the transitional provisions of employee compensation, pay and benefits when positions are transferred recruiting and staffing logistics;
- draft employment offers and maintain records;
- Manage recruiting and staffing logistics, including:
 - organizational and space planning;
 - performance management and improvement systems;
 - employment and compliance to regulatory concerns and reporting;
 - employee orientation, development, and training;
 - employee relations;
 - company employee communication;
 - employee safety, welfare, wellness and health; and employee services and counseling.

Required Skills, Experience & Abilities

- Minimum of a Bachelor's degree or equivalent in Human Resources, or equivalent.
- Three to five plus years of progressive leadership experience in Human Resources positions.
- General knowledge of employment laws and practices.
- Experience in the administration of benefits and compensation programs and other Human Resources programs.
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management and record keeping.
- Excellent interpersonal skills.
- Evidence of the practice of a high level of confidentiality.
- Excellent organizational skills
- Ability to establish and maintain effective working relationships with all internal and external stakeholders
- Ability to meet tight deadlines and work well under pressure

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- Strong organizational skills, time management skills and attention to detail required
- Strong verbal and written communication skills with an emphasis on business writing skills

Please Note:

- Position is located in Ottawa, Ontario. No relocation expenses to be included.
- All applicants must be legally entitled to work in Canada at the time of application
- Contract position from November 15, 2012 to September 30, 2015
- Travel may be required, up to 25%

Closing date is October 8th, 2012

Please forward your resume to:

Cathy Breda: Manager, Administration

Email: cbreda@soccercan.ca

Only those selected for an interview will be contacted. Thank you.