



SWIMMING CANADA / CANADA SOCCER JOB POSTING

Position	Human Resource Specialist
Reports to	Director, Operations - Swimming Canada / Deputy General Secretary, Canada Soccer
Location	Ottawa office(s)
Job Type	Full-time contract (1 year)

ABOUT THE POSITION

This new role is a split position between Swimming Canada and Canada Soccer. You will serve as the senior HR professional to both organizations, responsible for HR projects, as well as for full HR operations, including talent management, health and safety, compensation and benefits and employee engagement.

ABOUT SWIMMING CANADA

Swimming Canada serves as the national governing body of competitive swimming. We inspire Canadians through world leading performances to embrace a lifestyle of swimming, sport, fitness and health. Canadians are global leaders in high performance swimming and development for both able-bodied swimmers and swimmers with a disability. Swimming is recognized as one of the most celebrated and successful Canadian Summer Olympic and Paralympic sports. Swimming Canada strives to foster a workplace in which all individuals maximize their potential, regardless of their differences. We are committed to attracting, developing and celebrating a diverse workforce that reflects the community we serve.

ABOUT CANADA SOCCER

Canada Soccer is the official governing body for soccer in Canada. Our mission is to provide leadership in the pursuit of excellence in soccer, nationally and internationally, in cooperation with our members and stakeholders.

In partnership with our members, Canada Soccer promotes the growth and development of soccer in Canada, from grassroots to high performance, and on a national scale. There are nearly 1,000,000 registered Canada Soccer active participants in Canada within 1,200 clubs that operate in 13 provincial/territorial member associations.

Canada Soccer is affiliated with the Fédération Internationale de Football Association (FIFA), The Confederation of North, Central American and Caribbean Association Football (Concacaf) and the Canadian Olympic Committee.

PRIMARY RESPONSIBILITIES

- Provides coaching and support to managers related to employee relations and performance, including managing the annual performance review and planning process.



- Coaches and supports employees and managers to resolve employee grievances and interpersonal issues.
- Provides interpretation and advice on policy administration, provincial and federal employment law and relevant legislation.
- Responsible for full-cycle recruitment, including recruiting, screening, selection, exit interviews and onboarding/orientation program. Counsels managers on candidate selection and onboarding.
- Researches and provides recommendations on compensation, including pay equity, job evaluation and pay structure revisions.
- Supports the Joint Health and Safety Committee and the Workplace Accommodation process and ensures Health and Safety standards meet the current legislation.
- Oversees and implements employee engagement initiatives, including staff survey, years of service program, and all-staff retreat.
- Oversees professional development program.
- Ensures the appropriate screening requirements (E-PIC, VSC, etc.) are maintained and are current.
- Maintains the Employee Handbook and Staff Policy and Procedures by reviewing, updating, and recommending changes to the document on an annual basis.
- Supports the functional area managers in updating job requirements and job descriptions.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications and maintaining network in HR professional associations.

SKILLS, QUALIFICATIONS & EXPERIENCE

- A post-secondary degree in human resources management, industrial relations, business administration or related field.
- A minimum of three to five years' experience.
- A human resources designation, CHRP, CHRL or equivalent OR a combination of training, education and experience deemed equivalent.
- Broad HR experience in all areas, including talent management, employee relations, health and safety, diversity and inclusion, professional development and compensation.
- Demonstrated experience in implementing HR projects, such as policy manuals, performance review programs, and job evaluation systems.
- Excellent interpersonal skills, including the ability to resolve conflict.
- Strong written and verbal communications skills.
- Strong analytical skills and attention to detail.
- Ability to work independently on multiple tasks with specific deadlines.
- Strong working knowledge of Microsoft office products including Sharepoint.
- Knowledge of the sports of swimming and/or soccer is an asset.
- Working level of bilingualism (French/English) is an asset.



WORKING CONDITIONS

This is a full-time Ottawa-based term position (1 year) with available benefits package. The job will be split 50% with Swimming Canada, 50% with Canada Soccer (the Head Offices for each organization are 250m apart). Exact office hours and location will be determined with the candidate. This position requires some travel and irregular working hours.

Salary will be based on qualifications and experience.

TIMELINES

We thank all candidates for their interest. However, only qualified candidates will be contacted and invited to an interview. Start date will be confirmed with the candidate.

TO APPLY

Candidates can email applications to jobs@swimming.ca by **April 12, 2019**. Swimming Canada and Canada Soccer are equal opportunity employer, compliant with AODA legislation. Job applicants with disabilities may contact lmaclean@swimming.ca for accommodation during the recruitment, assessment and selection process.

Candidates are asked to include their salary expectations in their application.

Please indicate “**Human Resource Specialist**” in both the subject line of your e-mail and your covering letter.