

POSITION PROFILE



Upper Canada
Child Care

Vice President, Talent & Culture

Position Overview

Organization:	Upper Canada Child Care
Title:	Vice President, Talent & Culture
Reports to:	Chief Executive Officer
Team:	4
Location:	Richmond Hill, Ontario

Is this you?

Are you passionate about people and creating a work environment that is inspiring, productive and fun? Do you have experience creating a successful employer brand that is viewed as best in class in your sector? Would your peers describe you as humble, high integrity, hardworking, entrepreneurially minded and strategic?

Are you a seasoned human resources professional who has experience working in recruitment, succession planning, compensation and benefits, employee engagement and training and development?

Are you skilled at facilitating dialogue across all levels of an organization? Are you comfortable operating at both the inter-personal and operational levels? Do you believe in applying metrics to measure outcomes and progress? Have you done this successfully in your past roles and do you bring best-practices with you?

Would you be excited about sitting at the executive table and confident in your ability to 'add value'? Do you treat business like its' your own?

Are you well-read on various HR frameworks and a lifelong learner always looking for ways to improve?

If this sounds like you, please read on...

The Organization

Established in 1983, Upper Canada Child Care Centres is a growing family of over 84 childcare centres, day camps and a residential camp operating throughout North York, York Region and Simcoe County.

At Upper Canada Child Care centres, people build caring, responsive relationships between their educators, children and families to create learning environments that foster a sense of belonging, provide rich opportunity for play, and cultivate each child's competence, capacity and potential.

Children learn through play, whether it is lively and exuberant or quiet and absorbing, Upper Canada Child Care sees the connection between children's play – freely chosen, enjoyable, active and guided by internal motivation rather than external goals – and the learning and social development that helps them to succeed in life.

Upper Canada Child Care is committed to providing quality programs that are consistent with Ministry of Education policies and pedagogy.

Through focusing on the four foundations of learning - well-being, engagement, belonging and expression – their programs promote physical, social and emotional health, and foster communities of learners made up of our children, families and educators.

The Position

The Vice President, Talent and Culture is a newly created role and our successful candidate will report directly to the CEO of Upper Canada Child Care (UCCC), [Bill Harlow](#). Bill's parents founded UCCC and under Bill's leadership and alongside a talented team the organization has continued to grow.

People are at the centre of everything UCCC does. As Bill describes it, "if our staff are happy, the children are happy, and in turn the parents are as well". For years UCCC has put an emphasis on hiring great talent and celebrating milestones are an important part of UCCC's culture. Every Easter Monday UCCC closes their centres for an all staff day long conference, to recognize anniversaries, planning for the year ahead and to have some fun.

Human Resources at Upper Canada Child Care has existed since it's inception but never at this level. Our successful candidate will inherit a highly capable team of 4, with possibility for growth. The scope of the role will encompass all human resource services; the development and implementation of the company's policies and procedures and the

learning and development strategy and implementation. Applying metrics will be critical to this person's success. Our successful candidate will be a strategic partner to the Senior Leadership team and the Board of Directors as they formalize their 3-year plan.

Our successful candidate will think like an owner. They'll have a positive can-do attitude, with a no task is too small approach. Our candidate will be a proven HR leader, who loves a 'build' and enjoys leading a strong team. Our candidate will embody the values of the organization; they'll be caring and will want to be part of continuing to shape a culture where people love coming to work.

Specific Accountabilities

- Recommends human resources policies and objectives in alignment with broader organization objectives
- Responsible for establishing and administering the Human Resources function budget company wide
- Oversees the process of organizational development to meet changing needs
- Responsible for succession planning
- Implements human resources policies and objectives by establishing departmental accountabilities in the areas of talent acquisition/staffing, compensation and benefits, training and development, and employee relations
- Recommends employee relations practices necessary to establish positive employer-employee relationships
- Identifies legal requirements and government reporting affecting the human resources function; monitors exposure; directs the preparation of information requested for compliance; acts as primary contact with legal counsel and outside government agencies
- Protects the interest of employees and the organization by monitoring the application of internal policy and external governmental laws and regulations; approves recommendations for terminations; reviews employee appeals through complaint procedure
- Establishes salary structure, performance appraisal programs, employee benefit and wellness programs; monitors for effectiveness and cost containments
- Establishes recruitment and retention practices; monitors variances; interviews senior-level candidates in conjunction with executive management
- Establishes in-house management training programs to address organizational needs company wide
- Oversees the implementation of programs through human resources staff; monitors for compliance to established standards; identifies opportunities and resolves discrepancies

- Recommends and coordinates the use of human resources consultants, including insurance carriers, training specialists, and recruitment agencies
- Establishes and monitors key human resources metrics (productivity, compensation, recruitment, retention, workforce demographics) to ensure the most effective and best use of resources across the organization
- Drives continuous improvement across the human resources team

The Ideal Candidate

You are strategic and have executive presence while at the same time are humble and caring. You will be team minded, with a deep passion for creating an organizational culture that is sustainable and championed by employees. You approach the business like its' your own.

- Organizational skills – personal efficiency, time management skills and the ability to prioritize competing demands are key
- Communication skills – lead the HR team, managing diverse personalities and viewpoints. Consequently, emotional intelligence, the ability to build relationships and collaborate with others is vital. Exceptional writing and overall communication skills
- Business acumen – involved in strategic decision-making within the business as an influencer. Being able to understand company finances, resourcing and the ultimate aims of the business is important
- Role modelling - demonstrate and lead on the values, initiatives and culture of the organization
- Professional expertise – a strong working knowledge of employment law issues, best practice processes for disciplinary, redundancies and payroll is required, as well as employee relations experience
- Coaching and mentoring – proficient in developing skills of your team
- Trust – as a key member of senior management, you will interface with the senior management team on a regular basis. You will become a trusted confidante on everything 'people', unafraid of giving your opinions and expertise
- A minimum of 10 years of Human Resource/People management experience with progressive responsibilities and a track record of success
- A proven track record in creating an employee brand of choice and developing a recruiting model and approach that generates results
- Familiarity with organizational development and culture models and frameworks and able to apply creatively to the business
- Finely tuned impact and influence skills
- Human Resources degree/designation (CHRL) is considered an asset



If you are someone who is looking for an outstanding challenge, working with a great team for a uniquely focused and successful organization then what are you waiting for? Please send your covering letter and CV to lindsay@phcap.ca by October 24, 2019. Please note only qualified candidates will be contacted.