

DIRECTOR, HUMAN RESOURCES GSD

August 12, 2010

Job Summary:

A senior Human Resources practitioner reporting to the COO of GSD with a tactical reporting relationship to the Vice-President, Human Resources, StarDyne Technologies.

The DHR is operationally and strategically responsible for the development and administration of staff recruitment programs, employee policies, compensation plans, employee recognition programs and staff developmental/educational programs. As the key individual ensuring compliance with employment law and related regulatory compliance, the DHR is also accountable to ensure market competitiveness in the recruitment and retention of high quality staff for all areas of the organization.

The DHR is responsible for human resource management within the operating companies of GSD including lawful employment practices, positive employee relations, providing leadership in promoting a diverse work force, integrating the core values of the organization into the culture, assessing the need and establishing the delivery of management training and development programs and ensuring equitable and competitive structures.

Primary Responsibilities:

- Ensure that all employment practices are consistently interpreted by all management in accordance with employment laws and regulatory compliance requirements and within GSD's human resources policies.
- Design assessment tools to analyze performance against goals and company objectives.
- Ensure an efficient system of obtaining and pre-screening all applicants for employment.
- Enhance the workplace environment to foster self-reliant, insightful and engaged employees.
- Consult with management staff regarding performance issues, conflict resolution and disciplinary actions.

- Over see the analysis of termination recommendations and prepare a summary of documentation for the COO and VP HR.
- Review HR policies for revision as often as needed based on legal or regulatory conditions impacting human resources policies.
- Work collaboratively with staff to ensure that new employees are properly oriented into the company and ensure Employee's Manual is current.
- Assist management in administration and interpretation of human resources policies and procedures.
- Administer salaries, including market analysis of positions, internal equity analysis and determination of hiring salary in consultation with hiring manager and operating company.
- Establish and maintain salary ranges that are market competitive and internally equitable to enhance recruitment and retention of employees.
- Establish goals, strategies and policies for an effective evaluation system, linked to clear, understandable performance indicators.
- Monitor and coach skills improvement activities as it applies to career development.
- Monitor the formal employee recognition programs. Assist supervisory and management staff in improving the effectiveness of employee recognition.
- Actively manage all legal issues such as Human Rights issues, internal investigations, sexual or workplace harassment in consultation with the COO and the VP, HR, StarDyne
- Consult with COO and VP, HR StarDyne regarding legal counsel for potential liability, or in the event of action taken by a current or former employee or applicant.
- Prepare annual human resources work plan.
- Co-ordinate annual employee survey/internal pulse check and work with VP, HR to interpret results and work with management teams to respond to employees, develop action plans around responses.
- Serve on planning and policy-making committees as required.
- Perform other management responsibilities as assigned.

Education & Experience Required:

- 5 years Senior Human Resource level Management experience
- University degree in business or equivalent experience.
- CHRP designation is preferred.

Skills Required:

- Outstanding interpersonal and communication skills.
- Driven by passion
- Flexible and approachable to team players
- Strong team and coaching skills
- Excellent organizational skills
- Ability to multi-task and prioritize under pressure
- Excellent communication skills (oral, written and group presentation skills).
- Self-starter, able to proactively resolve issues and exercise good judgment, ownership, prioritization and problem escalation.
- Professional manner, balanced with ethical behavior and judgment.
- Ability to travel.