

Job Description
Employee Recruitment Manager

HiFlex Physio

The Employee Recruitment Manager leads Human Resources practices and objectives that will provide an employee-related high-performance culture that emphasises empowerment, quality, productivity and standards, goal attainment, and the recruitment of a superior workforce.

The Employee Recruitment Manager coordinates with the General Manager Human Resource for the implementation of services, policies and programmes, and assists and advices Centre Managers about Human Resources issues. The Employee Recruitment Manager reports to the General Manager Human Resources.

Overview

The Employee Recruitment Manager manages Human Resources concerns relevant to the following major areas:

- Recruiting and staffing
- Organisational and space planning
- Employment and compliance to regulatory concerns
- Employee orientation and training

Employment

- Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
- Interviews management- and executive-level candidates; serves as interviewer for position finalists.
- Chairs any employee selection committees or meetings

Training and Development

- Defines all Human Resources training programmes and assigns the authority / responsibility of Human Resources and Centre managers within those programmes. Provides necessary education and materials to Centre managers and employees including workshops, manuals, employee handbooks, and standardised reports.
- Leads the implementation of the performance management system that includes performance development plans (PDPs) and employee development programmes.
- Establishes an in-house employee training system that addresses organisation training needs including training needs assessment, new employee orientation or induction, management development training, the measurement of training impact, and training transfer.

- Assists Centre Managers with the selection and contracting of external training programmes and consultants.
- Assists with the development of and monitors the spending of the corporate training budget.

Law

- Leads organisation compliance with all existing governmental and labour legal and government reporting requirements. Maintains minimal organisation exposure to lawsuits.
- Directs the preparation of information requested or required for compliance with laws. Approves all information submitted. Serves as the primary contact with the organisation employment law attorney and outside government agencies.
- Protects the interests of employees and the organisation in accordance with organisation Human Resources policies and governmental laws and regulations.

Organisation Development

- Designs, directs, and manages an organisation-wide process of organisation development that addresses issues such as succession planning, superior workforce development, key employee retention, organisation design, and change management
- Directs a process of organisational planning that evaluates organisation structure, job design, and personnel forecasting throughout the organisation. Evaluates plans and changes to plans. Makes recommendations to executive management.
- Identifies and monitors the organisation's culture so that it supports the attainment of the organisation's goals and promotes employee satisfaction.
- Leads a process of organisation development that plans, communicates, and integrates the results of strategic planning throughout the organisation.

Employee Recruitment Specialist Requirements

- Broad knowledge and experience in employment law, compensation, organisational planning, organisation development, employee relations, safety, and training and development.
- Above average oral and written communication skills.
- Excellent interpersonal and coaching skills.
- Demonstrated ability to lead and develop Human Resources staff members.
- Demonstrated ability to serve as a successful participant on the executive management team that provides organisation leadership and direction.

- Demonstrated ability to interact effectively with the organisation Board of Directors.
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and skills in database management and record keeping.
- General knowledge of various employment laws and practices.
- Experience in the administration of benefits and compensation programmes and other Human Resources programmes.
- Evidence of the practice of a high level of confidentiality.
- Excellent organisational skills

Education and Experience

- Minimum of a bachelor’s degree or equivalent in Human Resources, Business, Organisation Development.
- Five plus years of progressive leadership experience in Human Resources positions.
- Specialised training in employment law, compensation, organisational planning, organisation development, employee relations, safety, training, and preventive labour relations, preferred.
- Active affiliation with appropriate Human Resources networks and organisations and ongoing community involvement, preferred.
- Possess ongoing affiliations with leaders in successful companies and organisations that practice effective Human Resources Management.