

# 272 - Human Resources Manager

CancerCare Manitoba is a provincial agency that provides clinical and academic services and leadership for cancer control and the treatment of blood disorders. Our shared vision of a **world free of cancer** drives every member of our team. CancerCare Manitoba is the perfect place to thrive if you're seeking a fulfilling career in an organization that is committed to its employees' well-being and professional development.

**Competition # 272-23-71120**

**Posting End Date: September 21, 2023**

**City:** Winnipeg

**Work Location:** MacCharles

**Department:** Human Resources

**Union:** Non-Union

**Hiring Status:** Permanent

**Anticipated Start Date:** October 2, 2023

**FTE:** 1.0

**Anticipated Shift:** days

**Daily Hours Worked:** 7.75

**Annual Base Hours:** 2015

**Salary:** Non-union, salary commensurate with experience.

## **Job Summary:**

The Manager of Human Resources is accountable for the direct service delivery of all core human resources functions. They will consistently provide leadership and guidance to ensure effective and efficient HR service delivery for all by utilizing a client-focused, HR best practice approach.

The Manager of Human Resources is responsible for the day-to-day management of the HR Associates, HR Advisors, and Sr. HR Advisors and the oversight, planning and maintenance of work systems, procedures, and policies that enable and encourage a high-performance team.

A portion of the Manager, Human Resources, role will be partnering with CCMB leadership to determine causes for performance and system gaps and identify developmental solutions to constantly improve organizational effectiveness. The Manager of Human Resources will also be responsible for acting as a strategic partner to ensure Human Resources strengthens and supports CCMB's strategic plan and vision.

## **Qualifications:**

### **Required:**

#### *Level of Formal Education & Experience*

- Certificate or diploma in Human Resources Management or Labour Relations from a recognized post-secondary institution.

- Minimum 5 years' experience in a unionized environment performing a broad range of Human Resource functions including; employee relations, labour relations, recruitment and staffing.
- 1 year of experience providing direct supervision and managing performance of staff or acting in a leadership capacity.
- An acceptable equivalent combination of education and experience may be considered.

#### *Skills and Abilities*

- Demonstrated strong emotional intelligence, self-awareness, self-management, social awareness and relationship management.
- Ability to proactively build and maintain collaborative partnerships and to work collaboratively with internal and external stakeholders.
- Ability to work under pressure, to meet competing demands and deadlines, and to deal effectively with difficult and sensitive situations.
- Ability to coach individuals and groups while facilitating continual performance improvements.
- Must be innovative, highly motivated and an energetic team player.
- Demonstrated proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Must have strong facilitation skills, excellent interpersonal, verbal and written communication skills.
- Demonstrated ability to organize, prioritize, analyze, problem-solve and apply knowledge and decision-making skills.
- Ability to maintain confidentiality.
- Demonstrates a commitment to self-development and lifelong learning.

#### *Other*

- Must have satisfactory employment record.
- Must be legally able to work in Canada.

#### **Preferred:**

- CPHR designation on or working towards.
- Experience working in a healthcare environment.
- Experience working with QHR, SAP, SuccessFactors.
- Ability to speak French.

Interested and qualified applicants with inquiries regarding the position may contact:

Brent Mendella, Director, Human Resources  
 675 McDermot Avenue Winnipeg, MB R3E 0V9  
 E-mail: [bmendella@cancercare.mb.ca](mailto:bmendella@cancercare.mb.ca)  
 Phone: (204) 787-1259

Interested and qualified applicants are invited to submit a detailed and current resume, plus a cover letter demonstrating how you meet the above qualifications and the above competition number here <https://careers.wrha.mb.ca/job-invite/343709/>.

***This position is subject to a Criminal Record Check, including a Vulnerable Sector Search, an Adult Abuse Registry Check and a Child Abuse Registry Check. The successful candidate will be responsible for any service charges incurred.***

*CancerCare Manitoba is committed to developing inclusive, barrier-free recruitment processes and work environments. If you are contacted by CancerCare Manitoba regarding a job opportunity or testing, please advise if accommodation measures must be taken to enable you to apply and be assessed in a fair and equitable manner.*

We thank all who apply and advise that only those applicants selected for further consideration will be contacted.