



Director of Human Resources

The Diocese of Toronto is seeking a full-time Director of Human Resources to be a senior member of the Diocesan staff. The Director of Human Resources is responsible for advising Bishops and Diocesan Leadership regarding human resource issues and is responsible for managing the full scope of Human Resources activities for the clergy and staff of the Anglican Diocese of Toronto. The Director of Human Resources will be accountable to the Executive Director.

About the Anglican Diocese of Toronto

The Diocese of Toronto is the largest Anglican diocese in Canada by population and membership, and it stretches over 26,000 square kilometers of urban, rural and suburban communities. We proclaim and share the gospel of Jesus Christ, episcopally led by the Bishop of Toronto and four suffragan bishops, and synodically governed. We value faith, compassion, collaboration, accountability, and boldness. For more information on the Diocese, its ministry, mission, vision, core values, and strategic priorities, please refer to <http://www.toronto.anglican.ca/about-the-diocese>.

Role and Responsibilities:

As the Director of Human Resources of the Diocese you will:

- Provide support to the College of Bishops, Executive Director, and Diocesan Centre Leadership Team concerning clergy issues and appointments, and staff employee relations, performance management, and conflict management.
- Provide support to the Canon Pastor for the implementation and review of the Sexual Misconduct Policy and training of the policy.
- Formulates, recommends, and implements HR policies for the Diocese. As well as directs the interpretation and consistent application of policies.
- Ensures the implementation of competitive and equitable compensation policies for the Diocesan clergy and staff.
- Ensures standardizes selection, recruitment, and onboarding practices are followed within the Diocesan Centre.
- Ensures the screening requirements are met for those seeking ordination.
- Responsible for ensuring the Diocesan Office is compliant with the Ontario Health and Safety Act and providing resources to parishes on health and safety matters.
- Supervises and manages the HR department with a focus on providing high levels of service to parishes and Diocesan staff and volunteers. This includes training, directing, guiding and mentoring, evaluating performance, and identifying development needs.
- Responsible for developing and managing the Human Resources budget.
- Responsible for oversight of the professional development grant committee and the Diocesan Employee Assistance Program.
- Facilitate Diocesan workshops by developing and presenting HR workshops as required including: retirement planning, clergy orientation, sexual misconduct policy training, presenting the HR component of the parish leadership and Momentum workshops.
- Support the parishes of the Diocese regarding HR issues such as employee relations, performance management, compensation, stipend information, benefits, professional development, recruitment and selection procedures, termination process and health & safety.
- Attends all Diocesan Centre Leadership Team meetings, Diocesan Leadership Team meetings, staff meetings, Diocesan Council (as needed) and Executive Board (as needed) as well as serves as a resource to Bishops, Executive Director, Directors and Synod.
- Provides appropriate information, reports and recommendations as required.

Skills and Qualifications:

Candidates are required to have post-secondary education, a Certified Human Resources Professional (CHRP) designation, and 10 years' management experience in HR (2-3 in an equivalent position). The position requires excellent collaborative skills, interpersonal skills, communication skills both verbal and written, organizational skills, attention to detail, and the ability to take initiative and work independently. Candidates must be able to demonstrate a high level of accountability, innovation and commitment to best practices, adaptability and flexibility, ability to build relationships, ability to work with highly sensitive and confidential information, ability to facilitate change management principles and processes, and ability to manage many and varied tasks. Knowledge of or a willingness to become familiar with the structure, functions and values of the Anglican Church of Canada, and extensive computer skills are required.

Position Requirements:

Candidates must be willing and able to travel throughout the Diocese and be able to work some evenings and weekends. Under the *Responsible Ministry: Screening in Faith* policy, this position is a high-risk ministry position. As such it is a requirement of this position to complete a satisfactory criminal record check, obtained through the Diocesan approved process, to attend Sexual Misconduct Policy workshops as outlined in the policy, and for the Diocese of Toronto to verify that the successful applicant is suitable for high-risk ministry. The successful candidate must be legally able to work in Canada prior to starting the position.

Application:

The Director of Human Resources will be eligible to participate in the pension and benefit plans of the Diocese. If you would like to apply for this position, forward your application by **February 2, 2020** to:

Robert Saffrey, Executive Director
Email: rsaffrey@toronto.anglican.ca

The Anglican Diocese of Toronto embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. The Diocese has an Accommodation Policy and accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the Diocese. We welcome applications from all qualified persons. The Anglican Diocese of Toronto is an equal opportunity employer.