



Haliburton Forest

& WILD LIFE RESERVE LTD

– POSITION DESCRIPTION –

Human Resources Manager

January 2023

The Human Resources Manager serves an essential role within Haliburton Forest & Wild Life Reserve and its affiliated companies.

Our company operates a wide range of businesses that includes group experiences, overnight accommodations, campsites, snowmobiling, the Wolf Centre, forest management, four hardwood sawmills, and several value-added wood processing facilities. We are proud to be a keystone member of our communities, with more than 175 full time employees. Our company has offices and operations in Haliburton, Huntsville, South River, and Palmer Rapids.

The HR Manager is a full-time position with an expectation of full-time office hours at the Huntsville office premises, located at 75 Old North Road, Huntsville. Other locations that align with our operations may be considered for this position. Occasional travel will be required to locations within central Ontario.

The following provides a summary of the responsibilities of the HR Manager, with further details about these responsibilities provided below:

- Champion safety and safe work procedures across the company
- Oversee recruitment, hiring, and on-boarding of staff
- Develop and implement professional development and training strategies
- Ensure compliance with all regulations relating to human resources
- Manage payroll, benefits, compensation, and related regulatory files
- Maintain human resources records and systems
- Guide senior management towards best-in-class staff management

The HR Manager will report to the Chief Financial Officer, function as a peer of the managers within the company, work closely with the Finance & Admin team and provide information and guidance to managers and staff of the company.

The scope of responsibilities for the incoming HR Manager will include the following:

- Support the Health and Safety Committees, ensuring compliance with all relevant legislation and encouraging best practices throughout the company.
- Lead recruitment efforts throughout the company including posting positions, screening applicants and preparing interviews for short-listed candidates.
 - Interviews will be held in conjunction with the relevant supervising manager. The supervising manager retains final decision on candidate selection.

- Coordinate on-boarding process for employees including contracting and orientation.
- Review and approve the bi-weekly payroll(s)
- Manage WSIB and other compulsory HR processes, procedures, and issues to ensure they are dealt with appropriately.
- Maintain HR staff files including tracking training, career objectives, vacation, sick leave, staff absences, etc.
- Manage benefits provisions for employees.
- Ensure operational compliance with relevant HR legislation.
- Develop professional development and training programs for staff.
- Manage the performance appraisal system throughout the company.
- Assist managers in developing retention strategies for staff.
- Update and maintain the Employee Handbook and Policy Manual.
- Provide guidance and resources to senior management regarding best-in-class HR strategies.
- Advise management on staff terminations including compliance with relevant legislation and employment standards.
- Other duties as requested by the CFO or Managing Director.

The scope of broader, strategic responsibilities for the incoming HR Manager will include the following:

- Contribute to a culture of professionalism, efficiency, and continuous improvement.
- Identify, analyze, and share opportunities to increase efficiency and consistency in HR practices throughout the company.

The responsibilities described above will extend to the following companies:

- Haliburton Forest and its affiliated businesses [at date of hiring]:
 - Haliburton Forest & Wild Life Reserve Ltd.
 - Almaguin Forest Products
 - Huntsville Forest Products
 - Neuman Forest Products
 - Haliburton Forest Biochar
 - Living Woodwork

In addition to the responsibilities described above, the HR Manager will be encouraged to participate in operations planning throughout Haliburton Forest and its affiliated businesses, particularly if the individual has a professional or personal interest in tourism, forest management, long-term leases, wood processing, or another business in which Haliburton Forest is engaged.

Qualifications

- Degree or diploma in human resources; demonstrated knowledge of best practices
- CHRP, CHRL, or CHRE designation will be considered an asset
- At least 5 years of work experience in Human Resources
- Strong project management skills and ability to balance competing priorities
- Expertise in computerized software solutions, including Office 365
- Experience working in a unionized environment
- Proven experience in guiding senior executives in HR best practices

Benefits and Compensation

- Compensation will be determined based on skills and experience of the selected candidate
- Recreational access to the 100,000 acres of private land owned and managed by Haliburton Forest & Wild Life Reserve.
- Three weeks of paid vacation
- Benefits after 6 months
- Participation in the Company's Profit-Sharing Plan