



MANITOBA
CENTENNIAL CENTRE
CORPORATION



Human Resources Manager

This is an exciting opportunity to work with one of the top performing arts and entertainment organizations in the prairies. The Manitoba Centennial Centre Corporation (MCCC) is Manitoba's second-longest standing Crown Corporation and has tremendous growth on the horizon. The corporation is well managed and profitable. Working with a variety of revenue streams including concerts, events, concessions, facility rentals, government grants, and parking, MCCC has a total annual budget of over \$7M. The Manitoba Centennial Centre for the Arts is comprised of The Manitoba Museum and Planetarium, the Royal Manitoba Theatre Centre, the Tom Hendry (Warehouse) Theatre, Artspace and the Centennial Concert Hall.

The Opportunity:

With the organization's continued growth, MCCC is in search of an energetic and proactive leader to support the vibrant arts, cultural, and heritage community in Manitoba. The Human Resources Manager role is a senior management position reporting to the Chief Executive Officer and a member of the Senior Management Team. The position is responsible for owning and further refining the Human Resources and Labour Relations functions as well as focusing on recruitment and retention. This is a terrific opportunity to develop a high-performance HR function, through updating HR Policies and Procedures, maintaining strong labour relations with unions, support and coaching managers and employees, as well as updating job descriptions that contribute to the future organizational roadmaps and structure.

Key Responsibilities:

- Establishes and leads the standard recruiting and hiring practices and procedures for attracting top talent.
- Develop and monitor an annual budget that includes human resources services, pay and benefit services, and employee recognition.
- Conduct a continuing study of all human resources policies, programs, and practices to keep management informed of new developments.
- Lead the development of department goals, objectives, and systems. Provide leadership for human resources strategic planning.
- Establish HR departmental measurements that support the accomplishment of the company's strategic goals.
- Coordinates all human resources training programs in collaboration with division and/or department managers. Provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports.
- Leads the implementation of the performance management system that includes performance development plans (PDPs) and employee development programs.
- Formulates and recommends human resources policies and objectives for the company on any topic associated with employee relations and employee rights.
- Complies with and manages the collective agreements negotiated with the employees of the corporation.
- Provides direction to management regarding the application and interpretation of the terms of the collective agreements.
- Manages a process of organizational planning that evaluates company structure, job design, and personnel forecasting throughout the company. Evaluates plans and changes to plans. Makes recommendations to executive management.

Selection Criteria & Desired Experience:

- 5+ years of HR generalist or equivalent combined experience.
- Experience developing and maintaining HR policies and procedures.
- Labour Relations and union experience is preferred.
- Experience supporting managers through performance evaluations.
- Experience running respectful workplace and related programs.
- Excellent written and verbal communication skills.
- Experience guiding employees and managers with EAP's, return to work programs, and related.
- Post secondary degree/diploma in Human Resources or combination of related experience and education.
- CPHR designation is desirable.
- Payroll experience is desirable.

For more information or to apply in confidence for this exciting opportunity, contact Morgan Sinclair morgan@harrisleadership.com. Please send a resume and cover letter quoting project #25110.