



SWIMMING / NATATION CANADA JOB POSTING

Position	Director, People and Culture
Reports to	Chief Executive Officer
Location	Ottawa office
Job Type	Full-time

ABOUT SWIMMING CANADA

Swimming Canada serves as the national governing body of competitive swimming. We inspire Canadians through world leading performances to embrace a lifestyle of swimming, sport, fitness and health. Canadians are global leaders in high performance swimming and development for both able-bodied swimmers and swimmers with a disability. Swimming is recognized as one of the most celebrated and successful Canadian Summer Olympic and Paralympic sports. Swimming Canada strives to foster a workplace in which all individuals maximize their potential, regardless of their differences. We are committed to attracting, developing and celebrating a diverse workforce that reflects the community we serve.

ABOUT THE POSITION

A key leadership position within Swimming Canada's staff, you are a forward thinker strategically and operationally and look to create an exemplary people support service. Responsibilities will include the supervision/oversight and management of several critical human resources and Safe Sport programs, including annual HR programs and the High Performance Integrated Wellness program. You are results focused, model exemplary ethical decision-making, have a coaching leadership mindset and display behaviours that are conducive to creating environments of excellence. Within the scope of the responsibilities, there will be interactions with internal staff and external partners.

PRIMARY RESPONSIBILITIES

- Lead and manage the Swimming Canada People and Culture Function to design and deliver people management and people development strategies to underpin the delivery of Swimming Canada's Strategic Plan.
- In collaboration with the Senior Leadership Team (SLT), design and deliver market leading recruitment and onboarding programs that respond to the needs (current & future).
- Embed performance management framework, provide analysis and insights to SLT and continuous improvement recommendations.
- Conduct regular 'Culture Health Checks', the Annual Employee Survey and organizational analysis to identify actionable insights. Design and deliver interventions and provide recommendations and status updates to the SLT.
- Provide sound advice, and coach managers on operational people matters, risks, issues and trends to keep managers informed and supported including coaching managers in relation to recruitment, performance management, engagement, and workforce planning issues.
- Manage complex workplace people issues including grievances, performance improvement, conduct and other investigations and disciplinary matters to build a high performing and productive working environment.
- Provide leadership and supervise the performance of the People and Culture team by setting clear work objectives, assessing performance, providing feedback, and development and coaching to build employee capability.
- Establish proactive and effective working relationships with key stakeholders.
- Develop, implement and monitor corporate HR systems, policies and procedures to ensure compliance with legislative requirements and standards.
- Lead and manage, in collaboration with the High Performance team, the Integrated Wellness Program.
- Lead and provide oversight for Swimming Canada's Safe Sport initiatives and programs which includes working with Third-party service providers. (Independent Third-Party and Office of Sport Integrity Commissioner (OSIC)).



EXPERIENCE AND QUALIFICATIONS

- Experience leading a People and Culture Function within a complex, high performance environment.
- Experience in working with Boards, CEO's, Senior Leadership Teams; aligning and fostering an aspired culture throughout the organization.
- Experience in providing strategic and operational expertise and coaching across a range of human resource functions to management, staff and boards.
- Demonstrated exceptional interpersonal communication skills and emotional intelligence with a demonstrable ability to provide considered advice, recommendations and feedback.
- Display courage in the provision of advice and use of analysis, experience and applied judgement to make ethically informed decisions.
- Significant experience in effectively coaching senior leaders and managers to work through a variety of HR/People related issues and opportunities.
- Sound knowledge of the high performance sport environment, including knowledge of Swimming Canada, Canadian Olympic Committee and Canadian Paralympic Committee, FINA, Sport Canada, CCES and other external bodies is highly desirable.
- Qualifications in Human Resources or associated fields and/or experience equivalent.
- Applied knowledge and understanding of contemporary people and culture practices and employee lifecycle frameworks.
- Applied knowledge of workplace relations, specifically an understanding of employment frameworks.
- Fluently bilingual written and oral (English and French) an asset.

PERSONAL ATTRIBUTES

- Service-minded with troubleshooting and problem solving skills
- Strong and professional interpersonal skills
- Ability to be consistent in the delivery of service to stakeholders
- Ability to work independently, meet deadlines and manage a varying workload
- A leader who can inspire and motivate direct reports and staff across departments
- Strong communication skills with the ability to communicate easily to a range of audiences including athletes, parents of minor aged swimmers, coaches, Swimming Canada staff and external partners or service providers

WORKING CONDITIONS

This is a permanent full-time Ottawa-based position (with remote options) with available benefits package as outlined in the Swimming Canada Employee Handbook. The Ottawa Office is located on the traditional territory of the Algonquin Anishinabek People.

Salary to be commensurate with qualifications and experience.

TIMELINES

We thank all candidates for their interest. However, only qualified candidates will be contacted and invited to an interview. Start date to be confirmed with the successful candidate.

TO APPLY

Candidates can email applications to jobs@swimming.ca by Monday, March 6, 2023. Candidates must be legally eligible to work in Canada. Swimming Canada is committed to providing accommodations. If you require an accommodation for a disability as part of the hiring process, please contact spaulins@swimming.ca.

Please indicate "**Director, People and Culture**" in both the subject line of your e-mail and your covering letter.