



About Harvest Manitoba

Harvest Manitoba ("Harvest") is a charitable organization dedicated to nourishing our communities and our sense of community so that no Manitoban goes hungry. We receive 11 million pounds of food every year, which is sorted and packed largely by volunteers into Harvest Hampers and distributed to Manitobans through our Community Food Network of more than 325 food banks and agencies in Winnipeg, rural, northern and First Nations communities. Right now, we feed 80,000 Manitobans every month, 46% children. Our Food Distribution Centre, which includes our Emergency Food Support Assistance Line and Warehouse, is in our Winnipeg Headquarters.

Mission

*Working together
towards a healthier
future for all where no
Manitoban goes
hungry*

JOB DESCRIPTION Manager, Human Resources

Reporting to the Director of Finance, the Manager, Human Resources provides leadership and support of the Human Resources/Health & Safety function for Harvest's hourly and salaried employees.

This position is responsible for all aspects of HR, including policies and processes, recruitment and retention, performance management, employee and labor relations, compensation and benefits, organizational and employee development, administration, records management and reporting, health and safety and payroll.

The Manager, Human Resources is a partner and mentor for Harvest leaders, providing HR advice, guidance, and coaching. They are responsible for working with Harvest management to understand the long-term organizational objectives and translating those into HR services and objectives that support strategy achievement. This position will create and manage budgets for the HR functional area. The Manager, HR is the liaison with the Union regarding day-to-day grievances, complaints, and other labor management discussions, and works with the CEO during bargaining.

The Person:

Education and Experience:

- Post-secondary education in Human Resource Management or related field.
- Certified Professional Human Resources (CPHR) designation or candidate status.
- Five plus years of HR management experience including supervision of all functions and managing staff.
- Two plus years leading the Health and Safety function.
- Knowledge of Labor Relations, Employment standards, Workplace Safety and Health and Human Rights legislation.
- Strong proficiency in Microsoft Office suite – Word, Excel, PowerPoint, and Outlook

Competencies:

- Demonstrated capacity to skillfully communicate with all levels of employees, influence outcomes, and establish credibility as a skilled HR leader and business partner.
- Proven track record of proactively managing employee and labor relations.
- Solid judgement displayed with sensitive and confidential issues.
- Excellent planning and organizing skills with the ability to manage multiple priorities.
- A track record of initiative, resilience, and results



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This job description is provided to capture the primary components of this role. It is not meant to be an exhaustive list. An individual may be required to perform other tasks which may not be listed but are consistent with the general intent of this role. From time to time, Harvest Manitoba may make changes to this job description. Reasons for such changes include, but are not limited to, changes in business processes and practices, technology changes, legal requirements, network feedback, or changes to organization structure and reporting relationships.

Time Requirements

Harvest Manitoba's regular office hours are Monday – Friday 9:00 am – 5:00pm.

This position is a salaried position with an expected 40 + hours per week. It has flexible hours as the nature of the work must be taken into consideration when determining hours of work. It is understood that all team members are often required to work irregular hours to ensure that the objectives of the organization are being met. This includes the potential for some evenings and weekends.

Compensation

Compensation will be determined by the candidates experience and capabilities brought to the position.

Agreements

The Manager, Human Resources is required to sign Confidentiality and Intellectual Property and Non-Solicitation and Conflict of Interest Agreements.

Accountability

The Manager, Human Resources reports to the Director of Finance.

We offer a full benefits package. Harvest values diversity in the workplace and encourages individuals of all backgrounds to apply. Interested candidates are asked to submit a resume and cover letter to: hr@harvestmanitoba.ca

We thank all candidates for their interest; however, only those candidates selected for an interview will be contacted.