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# Manager, Human Resources

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Widely recognized as Canada's leading litigation practice, we have successfully represented clients' interests in some of the most complex, high-profile cases in Canadian legal history. Focusing exclusively on litigation and advocacy, we practice across dozens of legal areas and industries and represent our clients where it counts – on our feet in all levels of the courts and before every kind of tribunal. Our subject-matter expertise and extensive courtroom experience is consistently recognized by clients, peers, and senior members of the legal profession in leading legal publications, including Chambers Canada and Lexpert. We offer the opportunity to work alongside and learn from some of Canada's most highly regarded litigators. Our partners are ranked among the best of their peers nationally and lead a mentoring and development program that attracts gifted lawyers who are committed to upholding the highest professional standards.

Lenczner Slaght is currently seeking a **Manager, Human Resources** to join the firm.

## ROLE DESCRIPTION

The ideal candidate for the Human Resources Manager role is a self-starter who thrives in a fast-paced environment and who understands that 'no job is too big or too small' in the HR team. The successful candidate will have experience partnering with the business and leading key HR processes and projects. If you get energy from building new processes and programs to take us to the next level – this role is for you!

Working within the HR team, this role will provide day-to-day human resources operational support to employees and people leaders. Furthermore, it will lead key processes and projects to contribute to the growth and capabilities of the HR function. This role will play a key role in creating and executing the HR strategy for the firm. The role reports directly to the Director, Human Resources and will lead the team's HR Assistant.

## ROLES & RESPONSIBILITIES

- Manage employee relations issues by addressing challenges, coaching people leaders through employee concerns or other issues throughout the employment lifecycle.
- Track and be aware of new and relevant legislation, create new policies and procedures where required.
- Partner with people leaders on day-to day HR operational processes such as recruitment, onboarding, and performance management.
- Lead the full cycle recruitment process with the support of the team's HR Assistant.
- Lead the yearly Performance Management Process (PMP) and compensation planning for the business team.
- Address and provide solutions to HR related inquiries regarding benefits, policies, and procedures, etc.
- Support benefit and wellness programs, tracking utilization, promotion of existing programs and recommending new wellness and benefit offerings. Support LOA process and administration where required.
- Support the development, implementation and formalization of HR policies, procedures, and guidelines where there is a need.

- Lead the HR dashboard and metrics analysis initiatives to drive insights and support HR strategy.
- Partner with Director, Human Resources to implement employee engagement surveys and provide analysis to inform action planning to support HR and business strategy.
- Lead learning and development programming to determine appropriate learning paths based on thorough needs analysis and data.
- Lead compensation survey data collection and prepare compensation offers for new hires.
- Identify opportunities and provide leadership and support on the execution of all HR programs and process improvements.
- Manage various HR forms and processes to ensure the best employee experience.

#### EDUCATION & EXPERIENCE

- Post-secondary degree with focus on Human Resources or related field is required.
- 5-7 years of experience working in Human Resources is preferred.

#### KEY SKILLS & CHARACTERISTICS

- Proven experience building effective and productive working relationships with business partners/internal clients.
- Solution-oriented with experience dealing with employee relations conflict resolution.
- Excellent understanding of Canadian employment legislation.
- Experience working with the full recruitment lifecycle is preferred.
- Experience working with compensation, benefits and payroll will be considered an asset.
- Goal-oriented, detailed-oriented, self-motivated, and self-directed.
- Strong communication skills (written and verbal) and comfortable speaking to firm members and candidates across all levels in the firm.
- Process improvement mindset.
- Strong organizational skills, and the ability to coordinate and prioritize numerous overlapping projects.
- Ability to work in a fast-paced environment with multiple priorities.
- Ability to work independently and as part of a team.
- High degree of confidentiality and discretion.

#### OTHER INFORMATION

- **Reporting Details:** Reports directly to the Director, Human Resources.
- **Hours of Work:** After hours work and flexibility is to be expected.

#### WHAT DIFFERENTIATES US?

We are a firm with deep values, centered around our commitment to excellence and winning. We are also dedicated to promoting and advancing equity, diversity and inclusion in our workplace and in the legal profession. We maintain an inclusive work environment comprised of people with diverse perspectives, backgrounds, identities, and cultures who are all valued, respected, and have an equal opportunity to develop, advance, and be heard. We have developed several award-winning and forward-thinking initiatives, including resume anonymization in student recruitment to decrease barriers for diverse candidates and [ReferToHer™](#), a program aimed to balance the scales on referrals for female lawyers. We have also made continuous process improvement and innovation a key strategic priority. Learn more about our programs on [www.litigate.com](http://www.litigate.com).

**All qualified candidates are encouraged to apply and express their interest to [info@tealandco.com](mailto:info@tealandco.com) no later than June 30th, 2022.**

*Lenczner Slaght invites applications from all qualified candidates. We encourage applications from racialized persons/ persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ2+ persons, and individuals from other equity deserving groups. We are committed to employment equity and diversity in the workplace. Accommodation will be provided in all parts of the recruitment and hiring process. Please direct all accommodation requests and questions to [info@tealandco.com](mailto:info@tealandco.com).*