



Director, Human Resources & Office Operations

As part of the IOG Management Team, you will work closely with the IOG President and CEO to advise, support and enable the IOG to recruit and retain the right team by designing and implementing effective HR strategies and policies. In addition, this role leads in the administration of the IOG office facilities and provides administrative support to the IOG CEO.

In this role you will:

- **Lead the development and implementation of IOG's HR policies and procedures**
 - Advise management on HR issues, ensuring best practices are applied;
 - Oversee compensation and budgeting;
 - Manage full-cycle recruitment, onboarding and offboarding processes;
 - Develop Learning & Development plans;
 - Lead Diversity, Equity, Inclusion initiatives.
- **Manage IOG's Payroll and Benefits systems**
 - Ensure benefits programs are up to date;
 - Action all payroll activities in a timely and accurate manner.
- **Be responsible for the office operations**
 - Manage maintenance of the IOG office with third party service provides;
 - Manage relationships with office Landlord and subtenants;
 - Ensure adequate supplies of stationary, office supplies, and other equipment.
- **Provide administrative support to the President & CEO as directed**
 - Monitor and maintain the calendar of the President & CEO;
 - Prepare travel schedules, book arrangements, draft expense claims, and make reservations;
 - Prepare and draft reports, draft background documents and research as requested.

For this role you must:

- Have a Post-Secondary Degree or Diploma in a related field, or relevant experience;
- Have a solid understanding of Employment Law and labor standards, CHRP qualifications would be considered an asset;
- Have excellent written and oral communication skills in English, knowledge of the French language is an asset;
- Be highly organized with strong attention to detail;
- Be tech savvy, and know your way around the Microsoft Office Suite, Google Workspace, and Zoom;
- Enjoy working in a small team environment;



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- Be a self-starter and able to manage personnel issues with discretion and professionalism at all times.

This is a Permanent Role with Benefits.

What we offer:

- Starting at three (3) weeks annual vacation;
- A Mobile Device & Home Office Equipment Allowance;
- A Comprehensive Health Benefits Plan;
- A hybrid work environment;
- Free participation in all IOG learning programs;
- A collaborative and respectful team environment;
- The chance to grow and advance in your career and contribute to stronger public governance in Canada.

Salary: \$70,000 - \$90,000 per annum

Deadline to Apply: October 26, 2023

About the IOG

Founded in 1990, the Institute on Governance (IOG) is an independent, Canada-based, not-for-profit public interest institution with its head office in Ottawa. Our mission is 'advancing better governance in the public interest,' which we accomplish by exploring, developing and promoting the principles, standards and practices which underlie good governance in the public sphere, both in Canada and abroad.

The IOG's vision is to be the pre-eminent, independent Canadian source of knowledge, research and advice on governance.

The IOG works with a wide range of clients and partners, including governments, communities, business, the not-for-profit sector and other public purpose organizations to assess their governance and to develop programs for improvement. While much of our activity takes place in our home base in Canada, we also work with international partners and governments.



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To apply, please send your CV to: hwatters@businessherpagroup.com

We are equal opportunity employer and are committed to the principles of Employment Equity. We encourage applications from qualified applicants of all genders, including visible minorities, Indigenous persons, and persons with disabilities. We thank all applicants for their interest; only those selected for an interview will be contacted. Accommodations are available on request for candidates taking part in all aspects of the selection process.