



CANADIAN PUBLIC ACCOUNTABILITY BOARD
CONSEIL CANADIEN SUR LA REDDITION DE COMPTES

Human Resources Advisor (Maternity Leave Contract)

The Opportunity: 12-month Maternity leave replacement for a Human Resources Advisor for CPAB's Toronto office starting January – December 2011.

The Organization: The Canadian Public Accountability Board (CPAB) is the regulator for the public company audit industry in Canada. Established in 2003, it is based in Toronto with operations in Montreal and Vancouver and industry involvement nationally and internationally. The organization has recently initiated a five year strategic plan with a focus on growth and regulatory excellence.

The Role: Maintain (and develop as appropriate) the full range of human resource management administration and systems to ensure contemporary practices, legislative compliance, and the highest level of professionalism vis-à-vis staff, executives and external parties

Responsibilities

1. Develop and maintain professional efficient file system including core personnel information, performance appraisals, résumé/application tracking, other
2. Maintain a control and reporting systems pertaining to vacation time, absences, leaves, staffing/recruitment activity, performance appraisals, professional development programming, service awards, turnover, other
3. Manage all administrative aspects of internal staffing and external recruitment including postings, initial résumé screening, interview schedules, candidate and agency queries, reference checking by the hiring manager, preparation of offer letters, security background checks. Maintain professional relationships with external agencies and candidates in a manner which reflects positively on CPAB.
4. Administer performance appraisal process to ensure timely completion with sign-offs as per policy
5. Administer compensation system below executive level to ensure timely submissions and implementation of approved adjustments. Ensure compensation system is reviewed annually by CPAB's designated compensation specialist and adjusted subject to CEO review and approval.
6. Administer staff and executive benefit plan(s), including annual market review by CPAB's designated benefits specialist and adjustment pending CEO approval
7. In liaison with Corporate Communications, establish and maintain a proactive flow of staff communications regarding CPAB's human resources strategy and programs
8. Monitor and recommend changes/additions to human resource policies in line with legislative requirements and best practices. Revise or create new policies as needed for executive approval and communication to staff.



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9. Assist with a wide range of duties and projects across CPAB as appropriate
10. Engage in professional development to continually grow competence and capability.
11. Develop and maintain productive relationships with executives, staff and other key stakeholders

Qualifications:

Core Competencies

- Analysis
- Communication
- Consultation
- Creativity
- Decision making
- Integrity
- Judgment
- Management
- Strategic thinking

Technical Competencies

- Certified Human Resources Planning (CHRP) designation or related studies completed or in progress
- Proficiency in contemporary software programs including human resources applications

Work Experience

5 to 7 years progressive experience in a human resources capacity in a service sector or regulatory organization

Applications: CPAB's greatest asset is its people – industry experts and other professionals dedicated to strengthening the quality of Canada's public company audit sector. We are building for the future, to serve the interest of the Canadian public and provide challenging and rewarding career opportunities for the right people.

If you think you have what it takes, we would like to meet you. Please forward your cover letter and resumé in confidence to resumes@cpab-ccrc.ca. While we will not be able to accept calls, we will contact you once we have reviewed your submission.