



PWRDF

The Primate's World Relief
and Development Fund

*le fonds du Primat pour le secours et
le développement mondial*

THE ANGLICAN CHURCH OF CANADA

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THE PRIMATE'S WORLD RELIEF AND DEVELOPMENT FUND (PWRDF)

Human Resource Adviser

PWRDF is seeking a Human Resources Adviser at 5-7 days per month to support PWRDF with its human resources support needs.

PWRDF seeks a truly just, healthy and peaceful world. As an instrument of faith, PWRDF connects Anglicans in Canada to communities around the world in dynamic partnerships to advance development, respond to emergencies, assist refugees and act for positive change.

Specific areas of responsibility include

- Review and revise Employee Policy Manual annually and as needed and ensure Employee Policy Manual aligns to legislation and is informed by good practice of peer agencies
- Ensure clarity on Employee Policy Manual for staff, responding to questions, recommending improvements to management
- Contribute to development of new job descriptions and revision of existing job descriptions and volunteer profiles, so as to enhance alignment to PWRDF Strategy and Mission
- Support recruitment and orientation, as requested
- Support annual performance review and objective setting process for management and staff
- Contribute to clear and productive relationship between PWRDF management and the union
- Contribute to PWRDF's social committee and learning initiatives
- Support management and staff to promote staff well being and job satisfaction, identifying opportunities for improvements
- Conduct annual staff survey, ensuring good methodology for conducting the survey and making productive use of results
- Maintain HR support through HR Downloads (policies, job descriptions, staff training schedules, etc.)
- Review, update as needed and use absence management tools

The ideal candidate will have:

- Post secondary education (diploma) in HR Resources Management
- Strong communication skills and software proficiency related to information management
- Superior organizational and administrative ability
- Respect for the values and work of the Anglican Church of Canada

Interested applicants should submit a resume accompanied by a letter which details their experience and the reason for their interest in effectively carrying out the responsibilities of this position.

Applications should be submitted by 5 pm on August 12, 2019 to the following:

pwrdf_careers@pwrdf.org

We thank all applicants for their interest, but only those selected for an interview will be contacted. The Primate's World Relief and Development Fund is an inclusive employer. Accommodation will be provided in accordance with Ontario's Human Rights Code. If you require accommodation in order to participate in the recruitment process, please direct the request to the email address as noted:

pwrdf_careers@pwrdf.org