



people + culture

People & Culture Manager

Overview

The People and Culture Manager provides leadership and guidance on all matters related to human resources. The role is accountable for leading the forward-looking P&C strategy that supports the operations, mission and strategic plan of The Root Cellar.

This role includes responsibility for Governance, Employee Relations, Performance Management, Training and Development, Talent management, and Reporting.

P&C Strategy:

- Partnering with Operations to ensure the HR team is supporting key initiatives and understands business needs that align with P&C initiatives
- Compensation programs
- Performance Management programs
- Engagement and retention strategies
- Key Metrics and reporting

P&C Governance:

- Oversee all policies, processes and related documentation
- Ensure compliance with provincial and national standards
- Guide the organizational design process to ensure consistency across the organization
- Create processes to track and report on P&C initiatives

Team Leadership

- Oversee and mentor the P&C team to do their best work
- Help to prioritize and guide the team in managing multiple demands
- Act as a liaison with Leadership as required to ensure issues and priorities are being addressed

Employee Relations:

- Lead and manage employee relations including processes for dealing with complaints and coaching management on situations that arise

- Lead difficult issues and train the P&C Generalist around complaints, investigations and progressive discipline and termination situations

Performance Management:

- Develop sound practices and processes for Performance Management
- Oversee the performance management process, and provide managers the tools and guidance to work effectively with their teams

Training & Development:

- Develop career development paths to attract and retain talent
- Develop and deliver necessary training for management
- Source external training opportunities as required for leadership development

Talent Management:

- Oversee the execution of strategies to secure and retain talent that aligns with company objectives
- Lead senior level recruitment initiatives
- Help ensure the business is a desirable place to work

Reporting:

- Responsible for providing meaningful reporting to leadership team and operations teams as required

Other:

Oversee payroll processing including review and approval of payroll

Other Duties as required