

MANAGER, HUMAN RESOURCES

Torys is a highly respected international business law firm with offices in Toronto, New York, Calgary, Montréal and Halifax. We work together to offer seamless cross-border services to our clients all over the world.

As a Torys employee, you will enjoy both an exciting, fast-paced work environment and a supportive, collegial and team-based culture. Our positions are best suited to individuals who take pride and ownership in their work and demonstrate exceptional client service in everything they do. At Torys, we take pride in our ability to attract and retain individuals who excel in their respective fields. We do this by providing stimulating work and learning and development opportunities, as well as a competitive compensation and benefits package.

POSITION OVERVIEW

We are currently seeking a Manager, Human Resources to join our Human Resources team. This position requires an individual with proven experience, a strong client service orientation and the ability to work in a fast-paced environment.

KEY ACCOUNTABILITIES

- **Employee Relations & Policy Interpretation/Creation** - Provide coaching and counseling services to leaders and employees on employee relations matters. Provide guidance on the interpretation and execution of HR policies and practices. Make recommendations on new and existing policies and programs to ensure compliance with all related legislation.
- **Recruitment & Onboarding** - Manage the recruitment process. Work with leaders to define job specifications, liaise with recruiters, conduct interviews and make final selection recommendations to hiring managers. Negotiate terms of employment in line with established parameters. Work with managers and trainers to develop onboarding and orientation plans for new hires aimed at integrating them into the firm in a manner that will increase their opportunity for success.
- **Performance Management** - Provide guidance and support to leaders on the performance management program to manage, motivate and direct performance. Provide direction on the development of annual performance plans. Coach employees and managers on performance related issues. Prepare performance improvements plans as required. Work with leaders and internal counsel to determine appropriate strategies for managing firm initiated terminations.
- **Compensation & Job Evaluation** - Work with client group leaders to determine year-end salary and bonus recommendations in line with salary structure and incentive guidelines. Use market and business knowledge, in conjunction with the firm's compensation principles and policies, to assess the implication of market trends on client groups.

Work with leaders to identify jobs requiring evaluation. Participate in job evaluation process. Conduct internal and external benchmark analysis and develop recommendations.
- **Department Structure & Job Design** - Provide advice and recommendations to leaders on the effective structure and utilization of administrative staff.
- **Training and Development** - Work with leaders to identify training and development needs. Research and recommend courses and training programs.
- Participate in committees, initiatives, programs and projects as needed.
- Provide direction, coaching and development support to indirect reports.
- Monitor expenses against budget for various GLs.

ATTRIBUTES & EXPERIENCE

- Post-secondary degree or diploma in Human Resources Management. A CHRP or CHRL designation would be an asset.
- Minimum 5+ years of previous related experience, preferably within a professional services firm.
- Knowledge of Canadian employment legislation.
- Solid understanding of all human resources functions including performance management, compensation and job evaluation.
- Strong client service orientation combined with the ability to manage multiple client needs at the same time.
- Strong leadership, relationship, collaboration and consultation skills.
- Sound judgment – the ability to work with tact, poise and discretion.
- Excellent communication (verbal and written) and interpersonal skills.
- Exceptional attention to detail, efficient and organized.
- Ability to work well independently and collaboratively within a team environment.
- Proficient in Microsoft Office: Outlook, Excel, Word, and PowerPoint.

HOW TO APPLY:

Please address your resume and cover letter, stating your salary expectations to Jenny Tavares, Senior Manager, Human Resources. (jtavares@torys.com).

We thank all applicants for their interest in Torys LLP, however only candidates selected for an interview will be contacted.

We foster an inclusive and accessible environment and are committed to providing support to applicants and firm members with disabilities. If you require accommodation at any time during the recruitment process, please contact [Jenny Tavares](#), Senior Manager, Human Resources.