

## OPPORTUNITY: DIRECTOR OF HUMAN RESOURCES

With offices in both Saskatoon and Regina, McKercher LLP is one of Saskatchewan's oldest and largest law firms. Our client-first philosophy has made McKercher one of Saskatchewan's top ranked law firms and as a result of a pending retirement, we are now recruiting for a Director of Human Resources.

Reporting to the Firm's Chief Operating Officer, the Director of Human Resources will be based in Saskatoon and will have full responsibility and accountability for Human Resources and Administrative functions. This is a key position that will help shape the future of the Firm.

The Director of Human Resources is responsible for building integral and strong relationships with all members of the Firm. A trusted advisor, the incumbent will understand and pro-actively support the strategic goals of the Firm as they relate to the staffing, engagement, performance and development of our people.

### PRIMARY RESPONSIBILITIES:

- Management and oversight of all support staff, including providing guidance, coaching, counseling, intervention and follow-up on employee relations issues, conflict resolution, communication, policy interpretation, performance management, workforce planning, and attendance management.
- Create and implement staffing strategies to help attract and retain top talent; offer full cycle recruitment services, develop succession plans, facilitate advancement, and provide internal and external candidates with a positive and professional recruitment experience.
- Investigate and document employment issues and provide a plan of action.
- Design and deliver training and information sessions for staff development topics to help foster a high-performance culture.
- Prioritize and schedule lawyer CLE programs.
- Develop and update job descriptions for positions within the Firm.
- Use current market comparators to lead and provide recommendations for annual compensation discussions.
- Support, guide, and perform terminations and exit processes.
- With the Management Team, find innovative solutions and opportunities to streamline work processes, build best practices, and enhance the way the Firm delivers services.
- Effectively manage day to day operations of facilities including space allocation, maintenance and security issues, as well as manage off-site storage maintenance process and requirements.
- Assist in determining and planning special events required to support enhanced engagement of staff and legal professionals.

## QUALIFICATIONS:

- A University degree, preferably in Human Resources or Business Administration.
- CPHR designation would be considered an asset.
- Proven leader with demonstrated success in managing large teams.
- A minimum of Ten (10+) years of progressive experience at a Director or Senior Manager level. Experience within a professional services environment would be considered an asset.
- Demonstrated knowledge of relevant Standards, Acts, and Regulations.
- Knowledge of leadership practices including strategic thinking, analytical skills, change management, negotiation skills, project management, problem solving, conflict resolution, consensus-building, and influencing skills.
- Exceptional client service orientation with strong judgement and exceptional time management, organizational, interpersonal, communication (verbal and written), and focused listening skills.
- Strong drive for results, sense of urgency, as well as flexibility and focus on building a team through sharing of knowledge and expertise.
- Emotional intelligence, tact, and ability to exercise discretion and maintain confidentiality.
- Commitment to being on top of HR trends and best practices.
- Solid computer literacy level including proficient use of MS Office applications.

## ACCESSIBILITY AND ACCOMMODATION:

It is important to our Firm that all its members, including those with disabilities, find our workplace to be welcoming and supportive. Reasonable accommodations are available on request for candidates with disabilities taking part in all aspects of the selection process.

## BACKGROUND AND REFERENCE CHECKS:

Any offer of employment may be conditional upon full background checks including a criminal record check, a credit check and employment and educational verifications. A reference check will also be conducted.

## YOUR APPLICATION:

Qualified candidates are asked to submit their application by e-mail to [careers@mckercher.ca](mailto:careers@mckercher.ca). Please indicate the position you are applying for in your cover letter. We appreciate hearing from all qualified candidates, however, only those applicants whose background and experience match our requirements will be contacted. This position will remain open until filled.