

**SCHOOL, POSITION, AND THE CANDIDATE SPECIFICATIONS**



**Havergal**  
**COLLEGE**

**CHIEF HUMAN RESOURCES OFFICER**

Prepared by:

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March 2<sup>nd</sup>, 2020

Project No.: 5174

## **THE SCHOOL**

Founded in 1894 and located on a beautiful 22-acre campus in midtown Toronto, Canada, Havergal College is one of Canada's pre-eminent independent school for girls from Junior Kindergarten through Grade 12. At the forefront of woman's education for over 125 years, Havergal is grounded in the principles of a liberal arts education and prepares young woman to make a difference. Through our outstanding curricular and co-curricular programs, we nurture a culture of capability that fosters self-confidence, leadership, critical thinking, inquiry-based learning and teamwork within our students.

The Upper School is undergoing a three-story addition which will create new spaces, such as redesigned Art studios, innovative technology classrooms, a learning commons-featuring a three-story Bio Wall and a newly designed quad. Our faculty foster growth and development while motivated by teamwork.

For further information on Havergal College, please visit <http://havergal.on.ca/>.

## **THE POSITION**

The Chief Human Resources Officer is responsible for the leadership, direction and management of the talent strategy programs, and human resources functions of the School. As a key strategic partner of the Principal and the Senior Leadership of the school, the Chief Human Resources Officer is also responsible for ensuring that human resources programs, policies and procedures reflect the HR strategy and are aligned toward the achievement of the School's mission and vision.

## **KEY RESPONSIBILITIES**

- The Chief Human Resources Officer will lead and articulate the Human Resources/Talent Management strategy in support of School's mission, vision and organizational goals
- Responsible for the school's overall compensation strategy by providing direction, guidance and oversight to the school's salary grids ensuring regulatory compliance and competitive positioning required to attract and retain employees.
- Highly experienced in HRIS and knowledgeable in ensuring Talent metrics and HR data is well managed and integrated
- Responsible for the school's group benefits and pension plans, working closely with the CFO to negotiate renewals and contracts
- Participate and collaborate as a member of the Leadership Team in setting HR strategy
- Ensure all employment policies, programs and procedures are in compliance and follow best practices.
- Conduct regular analysis of the effectiveness of HR policies on the operations of the School
- Work with Principal using business metrics and KPI's to design, establish, and maintain an effective organizational structure and FTE (staffing) compliment that supports the requirements of the school.
- Manage the recruitment process, and the effective induction and onboarding program of new employees
- Provide direction, coaching and guidance to the various levels of leadership and management of the School in all employee relations issues, including employee conduct and investigations
- Lead and implement continued improvement in HR through innovative projects
- Responsible for the fiscal management of the Professional Development, the Legal budget and in partnership with the CFO, the fiscal management of the salary and benefits budgets

- Oversee the Engagement Survey process of the School
- Develop, implement and manage strategies and individual/group programs that will create continuous learning and development for all employees.

### **IDEAL CANDIDATE**

- The ideal candidate will possess a Post-Secondary degree coupled with CHRL Designation; a Masters in Human Resources is considered an asset
- The candidate is an accomplished Human Resources leader with 10+ years of progressive leadership experience across multiple HR disciplines
- Proactive and results oriented, the Chief Human Resources Officer is a hands-on, high energy and business savvy leader who brings a broad HR generalist background.
- He/she brings key functional expertise in talent management, recruitment, succession planning and managing highly complex environments. The Chief Human Resources Officer will possess strong working knowledge of Canadian labour law and relations.
- He/she will see the big picture, is adaptable and is comfortable with a high degree of ambiguity. He/she is action-oriented, plans for all scenarios and builds readiness into the business when there is no clear path forward.
- He/she brings “best in class” thinking to the school and will positively challenge the status quo in a manner that is consistent with the core values of Havergal College and its people.
- Poised and professional with exceptional communication and presentation skills, the Chief Human Resources Officer is detailed with a continuous improvement orientation and will take initiative to look for opportunities to become more efficient and proactive in anticipating the needs of the school.
- With high emotional intelligence, the ideal candidate is a collaborative and empathetic HR leader with deep experience identifying top talent and building career paths for the team. He/she brings substantial coaching capability, and a sense of belonging as well as purpose to the team’s mandates that drives engagement and inspires them to continuously grow.
- A team player, the Chief Human Resources Officer will be equally skilled in communicating with the Senior Leadership Team as they will be interacting with educators with the strong ability to engage in public speaking and group facilitation. The ideal candidate must have exceptional relationship building, and influencing skills, as well as a sound understanding of “leading edge” human resources practices.
- The ideal candidate will be highly visible and will effectively lead his/her team. He/she leads by example, is able to create a vision and articulate it in such a way that it helps to propel others in the organization to work to achieve it. The Chief Human Resources Officer will be a passionate and dedicated advocate of the school and the Havergal College brand.
- The Chief Human Resources Officer will possess the ability to overcome setbacks and enthusiastically persist until ambitious goals are achieved. Extremely resilient, he/she is open to feedback from all parts of the business and is able to withstand daily pressure and stress.

### **CORE COMPETENCIES**

- Communication
- Energy
- Collaborative Team Player
- Reflective Thinking
- Integrity & Trust
- Learning Agility
- Creativity
- Resilience
- Globally Minded
- Self-Management

### **EMPLOYMENT AND APPLICATION DETAILS**

Havergal College offers competitive compensation and generous support for professional, educational and leadership development.

All qualified candidates are encouraged to apply and express their interest to:

Samantha Galati, Principal  
The Bedford Consulting Group, Inc.  
E: [sgalati@bedfordgroup.com](mailto:sgalati@bedfordgroup.com) | T: 416-963-9000 ext. 260

Please submit your application no later than April 10<sup>th</sup>, 2020.

**We appreciate all applications, however, only those candidates selected for an interview will be contacted.**

Havergal College is committed to providing accommodations for persons with disabilities. If you require accommodations, please contact Samantha Galati at the number and email above, or please email at [careers@havergal.on.ca](mailto:careers@havergal.on.ca).