

Date completed/ revised: DD/MM/YYYY

## Position Details

<b>Title</b>	HR Manager
<b>Reports To</b>	Insert title, not individual's name
<b>Department</b>	HR
<b>Position Status</b>	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On-going <input type="checkbox"/> Term                      Term End Date (if applicable): DD/MM/YYYY
<b>Eligible for Benefits</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments if applicable
<b>Overtime Exemption Status</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Variable Compensation</b>	<input checked="" type="checkbox"/> Bonus <input type="checkbox"/> Commission <input type="checkbox"/> Shift Premium <input type="checkbox"/> Car Allowance <input type="checkbox"/> Not applicable
<b>Hours per Week</b>	Insert actual expected hours of work per week, excluding breaks or lunch/week
<b>Location</b>	
<b>Job Classification</b>	CUSTOMIZER: If classifications have been established, insert job categories. Below shows an example. Otherwise, delete this row <input type="checkbox"/> Clerical <input type="checkbox"/> Administrator <input type="checkbox"/> Coordinator <input checked="" type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> VP
<b>Salary Range</b>	Insert salary range, or insert: "As per Job Classification"
<b>Direct Reports</b>	As of DD/MM/YYYY but subject to change, position is responsible for Insert number direct reports, as follows: ♦ Title. Insert additional bullets as required <input type="checkbox"/> Not Applicable

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### Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

#### Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

#### Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!

### Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.



- a. Creates and manages performance review systems for the Company.
- b. Creates and manages employee recognition programs for the Company.
- c. Creates and coaches managers on performance improvement plans.
- d. Initiates 360 degree reviews where applicable.

**3. HR Administration – 5%**

- a. HR Files
  - i. Organizes and maintains secure electronic and physical HR filing systems that maintain confidentiality.
  - ii. Maintains HRIS.
  - iii. Maintains organizational chart.
- b. Safety Programs
  - Administers safety programs in line with legislation and our industry.
- c. Budgets
  - i. Creates and maintains an HR departmental budget.
  - ii. Creates Company headcount budgets.
- d. Project Management
  - Develops or administers special projects.
- e. Job Evaluation
  - i. Performs job analysis.
  - ii. Creates and maintains up to date job descriptions.
  - iii. Creates and maintains job families and job classifications.
  - iv. Creates and maintains salary scales.
- f. Office Seating
  - Assigns office seating as required.
- g. Social or Team Building Activities
  - i. Leads the organizing of all-hands meetings.
  - ii. Leads social events with the assistance of social committee.
- h. Reporting
  - i. Maintains records and compiles statistical reports relating to staff data, including new hires, transfers, terminations, open positions, absenteeism rates.
  - ii. Analyzes statistical data and reports to identify challenges and develop recommendations for improvement of the Company's HR policies and practices.

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**9. Employee Relations – 15%**

- a. Administers or outsources employee surveys.
- b. Manages probationary periods.
- c. Coaches, advises, or directly handles difficult staffing situations including understaffing, conflict resolution, terminations, lay-offs, and administering disciplinary procedures.
- d. Provides coaching and serves as a link between management and staff by handling questions, interpreting and administering policies, and helping to resolve work-related problems.
- e. Conducts exit interviews.
- f. Provides coaching to managers and staff.

**Job-Related Technical Skills**

Skills	Proficient	Experience with	Familiar with
Labor law and HR legislative requirements		x	
Recruiting & hiring experience	x		
Compensation systems		x	
Performance management	x		
Employee relations		x	
HR policy and program development		x	
Organizational development		x	
Training and development			x
HR administration			x
MS Office suite		x	
A minimum of 35 words per minute typing speed or the ability to use voice to text software to support increasing digital communication and content generation	x		
Health and safety programs		x	
Enter additional skills if needed			

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- ◆ Is willing to adapt and do what is necessary to get the desired results.
- ◆ Remains positive when faced with unexpected events.
- ◆ Adapts well to, and supports change.
- ◆ Accepts changing priorities and direction.

### **SUPPORTS THE COMPANY**

- ◆ Acts and makes decisions in line with what's best for the Company.
- ◆ Respects that the Company is in business to make a profit.
- ◆ Publicly supports decisions, particularly in difficult times.
- ◆ Understands that the primary customer is the Company, and not a particular senior manager.
- ◆ Demonstrates low tolerance for entitlement mentality or toxic co-workers.

### **COURAGE & CONVICTION**

- ◆ Demonstrates discipline to act on values rather than on impulse.
- ◆ Takes calculated risks.
- ◆ Provides constructive feedback.
- ◆ Takes negative action when required.
- ◆ Proactively deals with people problems.
- ◆ Proceeds with well-thought-out action that is best for the Company, despite the risk of conflict, resistance, or not being popular.
- ◆ Makes well-considered, wise, and brave decisions to proceed constructively, despite fear, discomfort, or temptation.
- ◆ Accepts that one is not always right.

### **DRIVES FOR RESULTS / TENACITY / BIAS FOR ACTION**

- ◆ Strives for results and focuses on reaching goals.
- ◆ Overcomes obstacles, pressure, difficult situations, and conflicting priorities.
- ◆ Sets high performance standards for self and others.
- ◆ Is tenacious, persistent, and resourceful.
- ◆ Translates ideas into action and execution.
- ◆ Understands how to get work done through others.
- ◆ Demonstrates discipline when exposed to distractions.

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## Acknowledgement

Accepted and agreed to by:

### EMPLOYEE

<b>Employee Name</b>	
Signature	Date

### MANAGER APPROVAL

<b>Manager Name</b>	<b>Manager Title</b>
Signature	Date

### NEXT LEVEL APPROVAL

All job descriptions require approval by **CUSTOMIZER: Insert approval position level 1. Example: Department VP, or delete this section if not applicable.**

<b>Name</b>	<b>Title</b>
Signature	Date

### HR APPROVAL

All positions require review and approval by **HR CUSTOMIZER: Insert HR approval level. Example: HR Manager, or delete this section if not applicable.**

<b>Name</b>	<b>Title</b>
Signature	Date