



THE ROYAL OTTAWA GOLF CLUB

Job Description

Human Resources & Payroll Manager

The Royal Ottawa Golf Club is a prestigious private golf club located in Gatineau, Quebec, Canada, established in 1891. With twenty-seven holes, including the renowned main Course and the Royal nine, the club offers a challenging and enjoyable golfing experience. Alongside exceptional practice facilities and professional instruction, the club features a welcoming clubhouse with dining options and banquet facilities. Known for its outstanding service and sense of camaraderie, membership at **The Royal Ottawa Golf Club** provides exclusive access to top-notch amenities and a tradition of excellence in golf and hospitality. This high standard requires exceptional staff, and we have a team of over 200 employees to deliver upon these goals to our 1300+ members.

Details

Department: Administration

Reporting To: General Manager

Hours of Work: 40 hours per week; year-round Monday through Friday

Job Location: On-site: 1405 Aylmer Road, Gatineau, PQ

Summary

The Human Resources & Payroll Manager plays a crucial role in supporting departmental managers by overseeing a range of duties related to workplace safety, employment policies, training, labour relations, diversity, education, recruiting, and other HR programs. They will further be responsible for managing all payroll requirements and administering applicable benefits for our staff team. This position ensures effective business operations by providing strategic and tactical support in all areas of HR and Payroll management, resolution and consultation. Fluency in both official languages (English & French) is required for conveying information to both our unionized and non-unionized staff.

Core Competencies

- Time Management
- Creative and Innovative Thinking
- Professionalism, Tact & Diplomacy
- Accountability and Dependability
- Research and Analysis
- Decision Making and Sound Judgement.
- Ethics, Integrity & Confidentiality
- Planning and Organizing
- Mediating and Negotiating
- Coaching and Mentoring
- Communication
- Teamwork
- Empathy

Key Duties & Responsibilities

Human Resources & Employee Relations

- Review and update the employee handbook regularly.
- Maintain job descriptions, club organization chart and other HR files.
- Development and implementation of human resources policies and procedures.
- Track, record and reconcile salaried employee vacation time.
- Conduct and review wage and benefit surveys, proposing enhancements to employee benefits to the General Manager.
- Stay up to date on laws and regulations pertaining to employees, ensuring compliance and advising department managers as necessary.
- Advise and guide supervisors and managers on appropriate performance management, discipline and/or discharge measures; assist in writing letters and other documentation; attend or conduct meetings as required; perform necessary follow-up.
- Counsel employees regarding human resources policies, procedures, and practices
- Assist department heads in planning professional development and training programs for employees.
- Coordinate the Staff appreciation events.
- Administer the Staff Recognition & Star Award Programs.

Recruitment, Onboarding and Orientation

- Prepare job postings, post job to applicable advertising sources, screen resumes, prepare employment agreements for full time salaried positions.
- Maintain Employee Orientation and Health & Safety package both written and online & updating for changes in legislation.
- Ensure all required documentation has been completed for the employee files and that files are updated as required.
- Provide general orientation for new employees and contribute to the development and implementation of inter-department orientation and training programs.

Payroll and Benefits Administration

- Payroll administration and processing for hourly and salary bi-weekly payrolls (as a seasonal business this varies from 50 - 200+ employees)
- Administer the club's labour relations program with unionized employees as defined in the active Collective Agreement (UES 800)
- Group Benefits administration including tracking eligibility, new enrolment and changes, attendance at renewal meetings with Group Insurance and Pension representatives.
- Record of Employment (ROE) processing and submittal in keeping with governing timelines
- Monthly and Annual reporting and/or submissions relating to RPP and Union contributions.
- Assistance with fiscal year end external audit requests pertaining to payroll.
- Assisting Controller and General Manager with other duties as required.

Health & Safety Management

- Ensure appropriate Health & Safety policies and procedures are in place with department managers, to ensure compliance with legislative requirement as a minimum standard.
- Manage workplace safety program in compliance with CNESST requirements, including Injury/Incident Reports and any other follow up required.
- Maintain employee bulletin boards, and ensure PPE are available.
- Preparation and management of return-to-work programs in consultation with employees, the union (if applicable) and their supervisors/managers.
- Coordinate required CPR, AED and First Aid Training

Minimum Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bilingual – French and English
- Minimum 3-5 years of work experience in HR or Payroll.
- Previous unionized environment experience is an asset.
- Demonstrated working knowledge of multiple human resource disciplines.
- Knowledge of Quebec CNESST regulations is an asset.
- Computer literacy, including proficiency in MS Office Suite.

Remuneration & Benefits

- Salary commensurate with experience
- Retirement savings through a defined contribution pension plan with company matching.
- Comprehensive Group Benefits plan including Vision, Extended health care, Short term and Long term disability.
- Daily meal provided by club
- Golfing privileges on a limited basis

We believe in the importance of diversity and inclusion. If you meet the qualifications above, please submit your resume to the General Manager Gregory Richardson grichardson@rogc.com.

We thank all candidates that apply and our Human Resources Department will be in touch to arrange interviews with the candidates who meet the job parameters.