



Centre Canadien d'Architecture / Canadian Centre for Architecture

POSITION TO FILL

Job Identification

Job title:	Associate Director, People and Culture
Division:	People and Culture
Supervisor:	Director
Status:	Contractual (3 years), full time (35h/week)
Posting period:	30 March to 26 April 2021
Job entry:	May/June 2021

About the CCA

Strengthened by its extensive Collection (archives, prints & drawings, photography and new media, library holdings) and based on its exhibitions, programs, and research opportunities, the Canadian Centre for Architecture (CCA) is a leading voice in advancing knowledge, promoting public understanding, and widening the debate on architecture, its history, theory, practice, and role in society today.

To succeed in its mission and support its vision, the CCA relies on a multi-disciplinary team of around 100 staff members who all have specific expertise and contribute to CCA's culture with perspectives framed in various generations, different backgrounds and diverse cultures. To this core team, CCA adds every year the strength of contractual staff, researchers, fellows, and interns coming from a global network.

Job summary

The Canadian Centre for Architecture (CCA) is seeking a dynamic, experienced, confident, empathetic, and visionary candidate to lead the People and Culture division and ensure understanding of its mission and operations across the institution. The incumbent will be responsible for developing strategies to maintain a positive workplace culture; fostering a truthful and transparent workplace environment and creating innovative programs to support, engage, develop competencies, promote career paths, and retain staff members. Therefore, the candidate needs to understand and embrace CCA's values and mission.

The main responsibilities of this position are to assist the Director in developing and fostering a strong CCA brand, where core values will be developed and nurtured to support the institution's vision; developing, advising and implementing DEAI (Diversity, Equity, Accessibility and Inclusion)



Centre Canadien d'Architecture / Canadian Centre for Architecture

initiatives and facilitating the integration and collaboration of diverse workgroups and cultures within the CCA; leading, inspiring, training and supporting the People & Culture operations team members including the institutions' staff members growth and development, reviews, and check-ins.

The ideal candidate should be prepared to value inclusion and diversity of opinions and people. Past work should demonstrate engagement with the creation of healthy working culture and environment. The incumbent reports directly to the Director and works closely with all the other Associate Directors and department Heads.

Key responsibilities

Workplace Culture Management

- Develops strategies aimed at maintaining a healthy workplace culture including projects and initiatives related to employee communications, engagement and human relations across the institution's programs and teams
- Fosters a culture of accountability, trust, transparency, recognition and results among staff at all levels consistent with the short and long-term objectives of the institution
- Creates and leads all DEAI initiatives related to the division scope drawn on evolving best practices, in constant dialogue with staff and facilitates the integration of these values across divisions
- Collaborates with the Director to build upon CCA's diversity and inclusion strategy and develops diversity and inclusion as a capability throughout leadership and in the institution
- Ensures supervisors and coordinators have expertise and tools necessary to foster organizational effectiveness

Leadership and Talent Management

- In consultation with the Director, builds the organization's advantage by establishing a strong brand to attract and acquire the best talents. Strategizes programs that enhance talent recruitment (local, international) and support employee retention and succession, including performance management, compensation policies and salary benchmarking, career growth frameworks, and training and development activities
- Strategizes CCA performance management tools and processes, mediating performance issues when necessary and providing counsel to both the Director and Associate Directors



Centre Canadien d'Architecture / Canadian Centre for Architecture

as well to CCA staff, to ensure fair and equitable treatment as well as compliance with best practices

- Update or create appropriate People and Culture policies, and lead training philosophy for CCA
- Works with the Director and assists Associate Directors guiding and monitoring progress of high potential employees and identify positions that provide quality developmental opportunities; fosters a culture that integrates succession planning across the organization
- Effectively lead People and Culture team and its operations with the highest levels of professionalism, integrity and compliance, demonstrating clear, direct, and timely communication in all HR matters

Organizational Effectiveness

- Establishes a dialogue with the different divisions and diverse teams to understand their unique needs, projects, and workstyles
- Creates and implements onboarding programs that equally emphasize the tactical essentials for the role and integration into CCA
- Acts as CCA expert resource for guidance on personnel, cultural, and organizational issues, and coach and mentor fellow colleagues and managers to develop leadership bench strength
- Collaborates with peers and other outside organizations to bring best practices to CCA
- Strategizes the overall People and Culture budget with a special attention to salary equity and staff engagement and retention programs and liaises with Finance and Administration division to facilitate the realization of these
- Supports the Director catalyzing organizational performance through leadership – linking strategy to structure, building transformational approaches, and facilitating organizational re-design and continuous improvement
- Participate and collaborate with Associate Director, Development and his/her team in writing grants related to areas of People and Culture or connected to institutional advancement
- Lead the government programs of the People and Culture Division
- Liaise with Board of Trustees HR Committee on related issues



Centre Canadien d'Architecture / Canadian Centre for Architecture

Required qualifications

- Education: a bachelor's degree in Human Resources or related field; a master's degree in HR/organizational development and the professional title of CHRP or CIRC are strongly preferred
- Number of years of relevant work experience: a minimum of 8 to 10 years of progressive HR/Business experience demonstrating knowledge of all functions of human resources including talent development, performance management, policy development, succession planning, compensation, recruitment strategy
- Canadian/ Québec knowledge of HR best practices and legal requirements and applications along with demonstrated project management/change management skills
- A proven track-record of advancing a working culture and successfully leading significant change management initiatives through excellent understanding of the changing information needs and expectations of the academic and advanced research community
- Strong leadership, relationship management skills, ability to build relationships with all levels of the organization
- Diversity & Inclusion knowledge, and bringing this lens to all of our programs and operations, norms and expectations
- Bilingualism (French and English) is required
- Strong ability in developing and writing policies and procedures
- Ability to listen and appreciate diversity of opinions
- Excellent critical thinking and analytical skills

Please submit your application (resume and cover letter, in English or French) by email to rh@cca.qc.ca to the attention of People and Culture division of Canadian Centre for Architecture, 1920 rue Baile, Montreal (Quebec) H3H 2S6. **The application deadline is 26 April 2021.** Only successful applicants will be contacted. Please do not call.

The CCA is an equal opportunity employer and encourages diversity. The CCA invites anyone with the qualifications listed in the job posting to apply.

For all CCA existing job opportunities, visit our [website](#).