



## Centre Canadien d'Architecture / Canadian Centre for Architecture

### Job Posting

#### Job identification

Job title:	Generalist, Talents and Culture
Division:	People and Culture
Immediate superior:	Associate Director, People and Culture
Status:	Permanent full time (35h/week)
Posting period:	14 April to 9 May 2022
Job entry:	As soon as possible

#### About the CCA

The Canadian Centre for Architecture (CCA) is an international research centre and museum founded on the belief that architecture is a public concern. Responsive to the changing cultural context of our time and strengthened by its extensive collection, exhibitions, programs, and research activities, the CCA is a leading voice in advancing knowledge, promoting public understanding, and generating new ideas and debates about architecture, its history, theory, practice, and its role in society today.

#### Our offer

Our People & Culture division is committed to innovation and building a humane work environment where every person feels valued and appreciated. Would you like to be part of a humble team that creates change and celebrates you while working in a stimulating and creative environment? If so, come join us! The responsibilities of this position include designing new human resources practices and policies, implementing training and employment equity programs, standardizing and supporting the CCA with recruitment needs.

#### Key Responsibilities

- Update and communicate HR policy documentation to staff and supervisors
- Review performance management program and administrative procedures to streamline work processes
- Update job descriptions and evaluations on a regular basis
- Develop management tools to ensure neutrality in interviewing and evaluating candidates and assessing training needs
- Establish recruitment strategy and timelines with department heads
- Ensure the complete recruitment process (job posting, CV screening, interviews and tests, selection, work permits, etc.)
- Develop collaborative relationships with third parties and identify ways to attract candidates from diverse cultures
- Implement a training and leadership plan
- Coordinate and track individual and/or group training activities
- Document training records according to the requirements of the 1% law and complete government reports and surveys to this effect
- Accompany managers in the improvement of their employees' mobilization



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- Design various visa and work permit applications based on a labour market impact assessment (LMIA) and/or exempt from an LMIA under various international agreements
- Carry out any other project related to the People and Culture division

### **You will enjoy the following benefits:**

- Work-life balance. Good balance between on-site presence and telecommuting.
- 35 hours/week schedule and flexible hours policy
- 4 weeks of vacation after the first year
- Generous amount of sick days, personal days and CCA days
- Group insurance, employee assistance program and pension plan available
- Access to our exhibits, discounts on our publications and at the bookstore

### **Required Qualifications**

- Level of education: Bachelor's degree in Human Resources or related field (administration/finance), member of the Ordre des CRHA et CRIA du Québec an asset
- Number of years of experience required: 3 to 5 years as an HR generalist
- Solid knowledge of written and spoken French and English
- Good knowledge of labour law legislation
- Proven knowledge of HR policies and employee programs
- Good knowledge of MS-Office and posting sites
- Discretion and concern for confidentiality
- Demonstrate organizational skills, thoroughness, and ability to manage priorities
- Be respectful and a good team player
- Excellent interpersonal skills
- Demonstrate an interest in organizational change and the cultural environment

Please submit your application (CV and cover letter, in English or French) by email to [rh@cca.qc.ca](mailto:rh@cca.qc.ca) **by May 9, 2022**, to the attention of the People and Culture Division of the Canadian Centre for Architecture. Only successful applicants will be contacted.

The CCA has an employment equity policy and encourages diversity. The CCA invites applications from anyone with the qualifications listed in the job posting.

For all employment opportunities at the CCA, visit [our website](#).