



Location: Toronto, ON

Newcap Toronto is looking to fill the position of Director of Human Resources for our Corporate Office. Newcap Radio is one of Canada's leading radio broadcasters with 96 licences across the country. The Company reaches millions of listeners each week through a variety of formats and is a recognized industry leader in radio programming, sales and networking.

The Director of Human Resources will have overall responsibility for the Human Resources (HR) function within the Company and is charged with planning, developing, and managing human resource programs and strategies.

## **MAIN DUTIES AND RESPONSIBILITIES**

1. This position reports to the Vice President Administration and the Chief Operating Officer
2. The HR Director is responsible amongst other things, for recruitment and retention strategies, employee relations and engagement, employee policies and procedures, employment equity strategies and compliance, benefits administration, labour relations and guidance to the management team on all HR related issues
3. The individual is expected to have knowledge of the broadcast industry and to keep abreast of industry trends and practices with respect to people issues
4. The HR Director will consult with legal counsel as appropriate, or as directed on personnel matters
5. The HR Director will work very closely with General Managers in all operating units to assist them in carrying out their responsibilities on personnel management

## **REQUIREMENTS**

1. Bachelor's degree in Human Resources or Business related discipline preferably with a designation from CHRP or similar
2. Minimum 5 years HR management experience preferably in the broadcasting environment

3. Hands on experience in developing and implementing a wide range of HR strategies that align with business goals in areas of talent recruitment, retention, people development, employee relations, compliance, etc.
4. Ability to collaborate with all departments and operating units and travel to business locations as required
5. Excellent communication, leadership, organization and decision-making skills
6. Ability to effectively manage sensitive situations and confidential data

Please send your cover letter and resume to:

Meghan Power  
Executive Assistant  
[mpower@ncc.ca](mailto:mpower@ncc.ca)

Deadline date is March 15th, 2017. Only those applicants selected for an interview will be contacted.

Newcap values diversity in its work force and is committed to Employment Equity, all applications submitted must be accompanied by a completed Employment Equity Questionnaire form. The form may be downloaded from the following link: <http://www.ncc.ca/careers.asp?mn=4>