

DIRECTOR, HUMAN RESOURCES AND ADMINISTRATIVE SERVICES

January 27, 2012

As an independent and self-funding real estate and development corporation, BUILD TORONTO focuses on maximizing the value of underutilized real estate previously owned by the City. Established by the City of Toronto, its sole shareholder, and reporting to a professional Board of Directors, BUILD TORONTO's mandate is to unlock value in a responsible, innovative and integrated manner. This is done within the framework of delivering a financial dividend to the City and supporting City-Building results, which include: enhanced employment opportunities, a focus on quality, urban design and environmental sustainability, and acting as a catalyst for responsible neighbourhood regeneration.

Reporting to the Vice President, Corporate Affairs, the Director, Human Resources and Administration Services, will serve as a strategic manager of integrated operational and service requirements for BUILD TORONTO, including Human Resources, Payroll, Information Technology, Benefits and Administration.

Specifically this will involve playing a leadership role in the strategic implementation of Human Resource responsibilities, including culture, employee engagement, leadership and development planning. He/she will bring alignment to compensation, recruitment, training, performance management and health and safety. Additionally, the role will manage key office administration functions as part of an integrated model, including benefits administration and compliance; payroll coordination and execution; information technology and facilities/services.

The successful candidate will bring a minimum of 7 years of relevant, progressive business experience, with a proven track record of delivering results. Specific experience overseeing employee relations, payroll, benefits and administrative services is required. The preferred candidate will have, or be working towards a designation in Human Resources and have, or be working towards, a designation as a Certified Payroll Manager and/or Payroll Compliance Practitioner. The candidate will be knowledgeable in Canadian employment standards and have strong knowledge of the Canadian ADP payroll system. Additional experience in managing and implementing effective Information Technology, Records Management and broad operational policies would be an asset. The candidate must be effective at developing and maintaining a positive, results-oriented team environment, building credibility and quickly establishing relationships while effectively communicating with staff and confidently interacting with the executive team.

All qualified and interested candidates should submit a cover letter and resume by February 17, 2012, in confidence to Bruce Logan, Vice President, Corporate Affairs at blogan@builddoronto.ca. For additional information on BUILD TORONTO, visit www.builddoronto.ca.