

ACTRA

ACTRA ('Alliance of Canadian Cinema, Television and Radio Artists') is the national union of over 30,000 professional performers working in English-language recorded media in Canada, including TV, film, radio, and digital media. ACTRA's principal role is to negotiate, administer and enforce collective agreements to provide performers with equitable compensation as well as safe and reasonable working conditions.

ACTRA National is seeking a full-time: Manager, Human Resources

Purpose:

The Manager, Human Resources is responsible for the effective delivery, administration, and continuous improvement of human resources programs, services, and initiatives for ACTRA National and its regional branches. The position provides operational leadership and subject matter expertise in employee and labour relations, recruitment, disability management, compensation and benefits, health and safety, workplace investigations, and human resources operations, while ensuring compliance with applicable legislation, collective agreements, organizational policies, and established practices.

The Manager, Human Resources supports the implementation of approved human resources and labour relations strategies and provides guidance and recommendations to management on employee and workplace matters. The position exercises independent judgment in the administration of established human resources programs, policies, procedures, and collective agreements; however, accountability for organizational human resources strategy, labour relations strategy, collective bargaining mandates, workforce planning, organizational restructuring, policy development and approval, executive-level employee relations matters, and other issues involving significant legal, financial, labour relations, organizational, reputational, or strategic risk remains with the Senior Director, Labour Relations, or other designated senior leadership positions.

Human Resources (HR)

- Build strong business relationships with management, employees, and staff union representatives.
- Provide Human Resources services to ACTRA's national office and seven regional branches.

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- Manages and coordinates day-to-day human resources operations and programs for ACTRA National and regional branches in accordance with organizational policies and strategic direction established by senior leadership.
- Provides guidance regarding the application of HR policies, procedures and collective agreement provisions and escalates complex or precedent-setting matters to the Senior Director.
- Identifies opportunities to improve HR processes, systems and administrative practices and makes recommendations to the Senior Director.
- Implements recruitment and retention strategies approved by senior leadership and leads the recruitment process for the National office and regional branch position vacancies.
- Manage employee departures - prepare end of employment processes, coordinate, and conduct termination of employment procedures.
- Provide support to payroll for changes to employees' employment status.
- Administers performance management processes and provides guidance to managers and employees regarding performance expectations and documentation.
- Coach and mentor direct reports.
- In collaboration with the management team, assess the training needs of employees and coordinate relevant training options.
- Provides expertise, support and advice to managers and staff on HR programs and services in a manner that is consistent with member values and keeping the interests of membership as the primary focus.
- Provides direction for the appropriate maintenance and security of HR employee data including the integrity of data.
- Maintains HR reporting and provides workforce data and analysis to support management decision-making.
- Provides research, data analysis, costing and administrative support for staff collective bargaining activities to assist the Senior Director of Labour Relations
- Coordinates grievance administration and workplace investigations under the direction of the Senior Director.
- Supports managers in addressing employee relations/human resources issues bringing subject matter expertise in examining considerations, impacts and actions.
- Coaches' management regarding staff concerns and issues as well as assisting managers to investigate complaints/concerns and recommend the appropriate course of action.
- In support and in collaboration with Management, interprets and administers the collective agreement with respect to compensation, employee job performance, employee safety and wellness, pensions, union/management practices, and other contractual stipulations as required.
- Supports the Labour Management Committee meetings as needed.

Health, Safety and Wellness

- Coordinates disability management, accommodation and return-to-work processes for union and non-union employees and supports health and wellness throughout ACTRA National for both union and non-union employees: principle contact for third party

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providers including AFBS, EFAP, Oncidium and will escalate to the Senior Director when necessary.

- Liaises with the health benefits, disability claims provider and /case management vendor for the early and safe return to work/accommodation practices and processes for non-occupational and occupational injury and illness in collaboration with managers/employees, third party providers, union representatives, etc.
- Maintains efficient communication with employees, management, and third-party providers throughout recovery, rehabilitation and return to work.
- Arranges for ergonomic assessments as needed and provides early intervention strategies.
- Produces metrics related to health, safety, and wellness (i.e. cost, frequency, trending, etc.).

Compensation and Benefits

- Administers compensation programs and supports compensation reviews and analysis as directed by senior leadership.
- Maintains job descriptions and supports job evaluation and classification reviews by gathering information, conducting analysis, and providing recommendations to the Senior Director.
- Administers ACTRA's benefits, pension and Employee & Family Assistance Program (EFAP) and liaises with service providers regarding plan administration and employee inquiries.
- Provides general advice, interpretation, orientation, and guidance to all management levels, as well as employees, with respect to the various benefit plans and programs.
- Reviews benefit plan utilization and provides recommendations regarding administrative improvements and potential plan enhancements for consideration by senior leadership.
- Participates in benefit change discussions, analyzes benefit utilization reports and makes necessary recommendations for any potential changes to the plans content,
- Leads the implementation and communication of benefits and changes as they occur, in a timely manner.
- Supports pay equity and maintains pay equity plan with respect to legislative obligations.

Relationships

- Maintains effective working relationships with employees, managers, staff unions, external service providers and stakeholders.
- Motivates, guides and coaches, employees to the realization of ACTRA's values, objectives, and performance expectations - maintains a work environment that promotes participation, teamwork, and positive employee relations.
- Takes all reasonable precautions for the protection of workers and abides by all other supervisory level duties in accordance with the Occupational Health & Safety Act.

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- Oversees timely recruitment, coaching, discipline, and termination where necessary according to human resources and organizational policies and within the context of the applicable collective agreements.
- Sensitive to working in a culturally diverse environment; ensures differences are respected.

The incumbent may be assigned additional operational responsibilities during periods of vacancy, leave, or organizational transition, provided such assignments do not alter the fundamental nature of the position.

The position is responsible for the operational administration and implementation of human resources programs and does not have accountability for organizational human resources strategy, labour relations strategy, workforce planning, organizational restructuring, collective bargaining mandates, or policy approval authority.

Qualifications

Education

- University degree in Human Resources Management, Industrial Relations, Business Administration, Labour Relations, or a related field.
- Certified Human Resources Professional designation (CHRP) required.
- Certified Human Resources Leader (CHRL) designation considered a strong asset.
- Additional education or training in labour relations, disability management, workplace investigations, occupational health and safety, or conflict resolution is considered an asset.

Experience

- Minimum 7-10 years of progressive Human Resources experience, including experience in a unionized environment.
- Minimum 3-5 years of experience supervising staff and leading Human Resources programs and initiatives.
- Experience interpreting and administering collective agreements and employment-related legislation.
- Experience managing employee and labour relations matters, including grievances, workplace investigations, performance management, accommodation, attendance management, and conflict resolution.
- Experience supporting recruitment, compensation, benefits administration, disability management, and organizational change initiatives.
- Experience working with multiple stakeholders in a complex, geographically dispersed organization is considered an asset.
- Experience supporting collective bargaining preparations and providing labour relations advice to management is required.

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Knowledge

- Thorough knowledge of applicable employment-related legislation, including the Employment Standards Act, Human Rights Code, Occupational Health and Safety Act, Workplace Safety and Insurance Act, Pay Equity Act, Accessibility for Ontarians with Disabilities Act (AODA), and applicable federal and provincial privacy legislation. Sound knowledge of labour relations principles and collective agreement administration.
- Knowledge of disability management, accommodation, return-to-work practices, and workplace wellness programs.
- Knowledge of compensation, benefits, pension administration, and human resources best practices.
- Understanding of diversity, equity, inclusion, belonging, and accessibility principles.

Skills and Abilities

- Demonstrated ability to build effective working relationships with employees, managers, union representatives, service providers, and external stakeholders.
- Strong conflict resolution, mediation, and problem-solving skills.
- Excellent interpersonal, communication, facilitation, and presentation skills.
- Strong analytical and critical thinking abilities with sound judgment and decision-making skills.
- Ability to manage sensitive and confidential information with discretion and professionalism.
- Strong organizational and project management skills with the ability to manage multiple priorities and deadlines.
- Ability to interpret complex information and provide practical recommendations to management.
- Proficiency with Human Resources Information Systems (HRIS), Microsoft Office Suite, and reporting/analytics tools.
- Demonstrated ability to provide operational Human Resources leadership and recommendations to senior management.

Other Requirements

- Ability to travel occasionally within Canada to support National and regional branch operations.
- Commitment to fostering a respectful, inclusive, and collaborative workplace.
- Demonstrated understanding of and commitment to ACTRA's mission, values, and member-focused culture

Things to know:

- This position is located in Downtown Toronto and is 100% in-office-based role.
- This job advertisement is to recruit for a new job vacancy.
- The salary for this position is \$100,000.00 per year.

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Application Process:

Interested applicants are invited to submit a resume and cover letter to **humanresources@actra.ca**, quoting '2026-13 'Manager, Human Resources' in the email subject line.

ACTRA is committed to employment and pay equity and we encourage applications from all equity seeking groups, including but not limited to, Indigenous and other racialized communities, people with disabilities, and 2SLGBTQIA+ communities. In compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources.

Thank you for your interest in joining us. Only those selected for an interview will be contacted.