



## Senior Human Resources Manager

**Wyndham House**  
Guelph, Ontario

**Schedule:** Full-Time, in person. Tradition business hours with flexibility to meet staff who work in a 24 hour schedule, attend community events and trainings.

**Compensation:** \$90,000-\$95, 000 annually + benefits with the co-operators

**Vacation:** 4 weeks annually

### About Wyndham House

Wyndham House is an innovative, community-based organization supporting youth experiencing or at risk of homelessness in Guelph-Wellington. Through housing, prevention, and wraparound support programs, we work alongside young people to build stability, connection, and long-term opportunity.

Our work is grounded in housing-first principles, youth choice, and prevention-focused practice. As we continue to grow, we are building a stronger internal infrastructure to support both our staff team and the young people we serve.

Wyndham House is a unionized organization with approximately 100 staff and is entering a significant period of organizational growth and systems development. This role is central to shaping that next phase.

### Position Summary

Reporting to the Executive Director, the Senior Human Resources Manager provides strategic and operational leadership for all human resources and people & culture functions. The role supports organizational effectiveness through leadership in labour relations, employee engagement, talent management, organizational development, compensation and benefits, policy development, workplace health and safety, and legislative compliance. This is a senior leadership role for an experienced HR professional who is ready to operate at a strategic level and help design the future of people and culture at Wyndham House.

This role is a key member of the leadership team and holds organizational responsibility for HR strategy, labour relations, culture development, and employee experience. This is not a purely operational HR role—it is a leadership position with authority to shape systems, guide management practice, and influence organizational direction.

With creative persistence and low-barrier, wraparound support, Wyndham House meets youth needs to ultimately prepare them for their own version of successful living.

#### MAILING/ADMIN OFFICE

77 WESTMOUNT ROAD, UNIT 300  
GUELPH, ON N1H 5J1

#### CONCURRENT YOUTH HUB

457 WOOLWICH STREET  
GUELPH, ON

#### SUPPORTIVE HOUSING PROGRAMS

SUFFOLK STREET WEST    BELLEVUE STREET  
GUELPH, ON                    GUELPH, ON

#### YOUTH EMERGENCY SHELTER

18 NORWICH STREET EAST  
(519) 837-3892 GUELPH, ON



This role is also designed as a clear succession pathway to Director, Corporate Services, as the organization continues to grow and evolve.

### Key Responsibilities

- Lead people and culture strategies aligned with organizational mission and values. This includes advising the Executive Director and leadership team on organizational design, workforce planning, and people risks.
- Provide leadership in labour relations, collective bargaining, grievance management, and workplace investigations.
- Point of contact for local and regional union representatives regarding labour relations matters.
- Oversee all areas of recruitment, onboarding, retention, succession planning, and workforce planning.
- Support managers through coaching, performance management, and employee relations guidance. Provide senior-level guidance to managers on complex employee relations matters, including performance management, conflict resolution, and workplace investigations
- Develop and maintain HR policies, programs, and systems.
- Champion employee engagement, wellness, recognition, and organizational culture.
- Oversee HR metrics, reporting, compensation, benefits, disability management, and HRIS systems.
- Manage HR budgets and contribute to organizational planning and reporting.
- Monitor human resources practices for compliance and quality assurance.
- Review performance appraisal process to confirm reviews are meeting performance schedules.
- Take an active role in internal committees to support and develop HR initiatives.

The organization is committed to fostering a diverse, equitable, inclusive, and accessible workplace. The Senior Human Resources Manager will champion practices that remove barriers to employment and advancement, promote belonging, and ensure equitable treatment of employees, volunteers, and applicants. The incumbent will support organizational initiatives that advance anti-racism, reconciliation, accessibility, and inclusive employment practices.

### Qualifications

- Degree in Human Resources, Business Administration, Public Administration, or related field.
- CHRL designation preferred.
- 3-5 years of progressive HR experience including leadership responsibilities.
- Experience in a unionized environment, including leading the grievance process or other legal matters on behalf of an organization.
- Strong knowledge of Ontario employment and labour legislation.

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### Additional Requirements

- Successful Vulnerable Sector Police Check
- Ability to work in-person in Guelph, Ontario

### Judgement Required

- Follows broadly established methods and procedures; adapts established guidelines, process steps to achieve desired end results, e.g. recruitment, employee and labour relations, policy development.
- Modify, or change broadly established methods and procedures, but stay within program or legislative boundaries, e.g. policies, compensation. Uses broad parameters regarding HR practices/programs and HR strategies.
- Develop new solutions to diverse and complex problems with conflicting requirements, e.g. employee and labour relations, new HR procedures and programs.

### Working at Wyndham House

At Wyndham House, we recognize that our people are at the heart of our impact. We are committed to creating a workplace that is supportive, inclusive, and responsive to the needs of our staff.

We encourage applications from individuals with diverse lived experiences, including those who identify as Indigenous, Black, racialized, 2SLGBTQ+, and/or have experienced housing instability. Accommodation is available throughout the recruitment process in accordance with the Ontario Human Rights Code.

Interested applicants are asked to submit their resume and cover letter to [Kristen.Cairney@wyndamhouse.org](mailto:Kristen.Cairney@wyndamhouse.org) by Tuesday July 7<sup>th</sup> at 9am.

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