

People & Culture Manager (Contract)

(Full-Time Contract Role – 12 months)

The College of Physiotherapists of Ontario regulates physiotherapists and exists to protect and serve the public. The College protects the rights of patients to safe, competent, and ethical care by ensuring physiotherapists are qualified to practice, maintain professional standards of practice and are held accountable for their conduct and practice.

The College of Physiotherapists of Ontario is currently seeking the services of a professional, self-motivated, detail-oriented candidate for the **People & Culture Manager (12-month Contract)** role.

This is a remote position as the College has a virtual office, but occasional onsite attendance in Toronto will be required. Office attendance 12-15 calendar days a year is required, which may include weekends, for examinations coordination.

Position Overview

The People & Culture Manager is responsible for providing support to the College of Physiotherapists of Ontario's People & Culture strategy and programs. This includes handling various aspects of recruitment, talent management, development and employee relations.

Supporting the senior leadership team, they will execute all aspects of the People & Culture function by overseeing the People & Culture strategies, initiatives and programs that effectively support the mission, vision, values, and corporate objectives of the College. Areas of focus include talent acquisition, team integration, performance management, and organizational culture.

This role is ideal for a self-starter with a strategic mindset who can implement People & Culture strategy focused on meeting business needs and organizational objectives. As a people-oriented and results driven individual, you will execute all People & Culture functions and programs and support senior leadership. Success in this role will require strategic thinking, integrity, and creative problem solving as well as confidence, credibility, reliability and discretion.

Duties and Responsibilities

People Strategy

- Establish measurable People & Culture goals that effectively support the mission, vision and values of the College
- Work closely with leaders to have clear understanding of business environment, strategy, talent needs and people implications
- Help leaders identify, prioritize, and build organizational capabilities, behaviours, structures, and processes to assist them with the development of the overall business strategy
- Support the senior leadership team to build and develop the people strategy for the organization

- Review and analyze HRIS data to identify trends and recommend solutions to enhance performance, retention, and employee engagement
- Ensures compensation practices are reflective of current market trends
- Oversee benefits management

Organizational Effectiveness

- Support organizational development, leadership development and employee training programs (including the outsourcing of programs as required)
- Participate in organization design conversations with senior leadership while suggesting strategic recommendations
- Make creative recommendations about building out the capacity of the organization and advancing the organization's overall effectiveness
- Develop annual training plan for all staff that aligns with organizational strategy
- Identify key talent development opportunities and support career growth initiatives for management and staff
- Collaborate with managers to identify training for team members as needed
- Manage the training budget, resources and logistics to ensure efficient and effective delivery of training programs
- Track and report on annual staff training programs as needed

Talent Management and Workforce Planning

- Facilitate the succession planning process for respective functions and assist in accelerating the capacity of mid-level leaders
- Provide confidential guidance and counsel to senior leadership and managers around People & Culture policies, practices, H&S, compliance, performance management, terminations, short & long-term HR needs etc.
- Assist and provide guidance to managers in the recruitment of key roles ensuring consistency of process, effectiveness of onboarding and ensuring that the right people are hired and are integrated well
- Support the company's overall recruitment, onboarding and outsourced hiring processes, programs and policies
- Ensure the effective functioning and operation of teams, by providing support with team building, employee engagement and employment recognition programs, as well as leading things such as weekly staff meetings, quarterly in-person staff events, ongoing staff engagement activities etc.

Business Group Support

- Debrief the senior leadership team and managers on all People & Culture related matters
- Oversee the development, maintenance and updating of the organization's policies and advise on any potential liabilities
- Lead the communication and compliance around company policies and guidelines

- Oversee the organization's health and safety committee, designating key roles to internal team and outsourcing function as required
- Provide guidance and support to the Senior Director, Organizational Effectiveness around internal company communications including town halls, internal newsletter, etc.
- Provide communication and change management expertise on business initiatives and assist leaders at all levels facilitate change
- Be a cultural ambassador supporting each business group leader in advancing the culture and lived out values of the College
- Organize, champion, and attend in-person staff events in Toronto at least 4 times per year

Employee Relations

- Foster a positive workplace culture, ensuring policy compliance, and resolving conflicts
- Serve as the point of contact for employment relations
- Handle grievances and violations and invoking disciplinary action when required
- Advise managers on disciplinary actions, performance plans, and documentation to mitigate risks
- Anticipate, manage and resolve litigation risks and work with HR legal when required

Equity, Diversity, Inclusion and Belonging Lead

- Provide advice and support in the development of organizational policies and practices that promote fairness and embed diversity in the workplace as it relates to staff, council /committee members and contractors who support the work of the College
- Lead EDIB projects and initiatives and provide advice and guidance to other teams on how to incorporate an EDIB lens into their own work
- Stay abreast of diversity initiatives and best practices, providing ongoing support to the College's EDI strategy

Education and Experience

- Post-Secondary education in human resources, business administration, or a related field or an equivalent combination of education and job experience in a related field
- Minimum of 10 years of relevant experience in a role where similar skills were used.

Specialized Knowledge, Skills & Abilities

- Proficient in MS Office 365, ADP Workforce Now, Culture Amp and Citation Canada
- Experience working in SharePoint and MS Teams is an asset
- Ability to represent the College appropriately with all system partners
- Highly flexible and able to assume new responsibilities and successfully manage multiple and conflicting priorities
- Contributes effectively outside scope of job
- Ability to build strong relationships with multiple groups and at all levels
- Ability to develop creative and innovative programs and policies based on business requirements

- Ability to work effectively both independently and within a team environment
- Big picture/strategic thinker with superior problem-solving skills
- Ability to act proactively and grasp opportunities or identify potential problems and take the initiative to follow through rather than wait for the problem to arise
- Strong decision-making & independent judgment
- Strong collaborator who can reach out to colleagues to develop working relationships
- Project management expertise
- Bilingual French / English is an asset

Terms, Salary, and Working Conditions

- A full-time 12-month contract position
- The starting annual base salary range for the **People & Culture Manager** role is **\$118,000 to \$124,000** based on qualifications and experience

Benefits

The College provides the employees with a comprehensive benefits package that includes an extended health benefits plan and Employee and Family Assistance Program upon joining. We offer paid opportunities for continuous learning and professional growth, strive for work-life balance, including work-from-abroad and summer hours, and provides an excellent and challenging work environment where innovation, teamwork, and creativity are supported.

Additional Information

This contract role is available due to a maternity leave coverage and is not a vacant position. While LinkedIn uses AI in some recruiting features, our use of screening questions is a rule-based filtering tool set by the College, not AI-driven candidate evaluation.

How to Apply

If you are interested in this position, please apply by sending your resume and cover letter via email to our Manager, People & Culture at peopleandculture@collegept.org no later than **Friday, April 24, 2026**. Please include the name of the role you are applying for plus your first and last name in the subject line (Subject: People & Culture Manager, First Name, Last Name).

Thank you for your interest in this position; only applicants selected for an interview will be contacted.

The College's goal is to create a diverse and inclusive workforce that reflects our communities. Please let us know if you require any accommodation to participate in this recruitment process by sending an email to peopleandculture@collegept.org.