

Golf Ontario is a Provincial Sports Organization and the governing body for golf in Ontario. Golf Ontario's mission is to 'shape lives by leading, creating and promoting positive golf experiences'. Working together as a team is the culture of Golf Ontario, striving for brilliance in everything that we do. If contributing and making an impact *Towards a Nation Golfing* sounds exciting, we'd like to hear from you!

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**ROLE:** **Manager, Human Resources & Diversity, Equity, and Inclusion**

**SUMMARY:** Responsible for the implementation and management of all internal Human Resource functions, and will lead the efforts to refine, deliver, and drive diversity, equity and inclusion ("DEI") within golf and the organization. We are seeking a highly motivated Human Resource professional with a passion for DEI.

**REPORTS TO:** Senior Director, Finance & Administration

**STATUS:** Full Time

**Application Deadline:** Monday January 31, 2022

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## RESPONSIBILITIES:

### Diversity, Equity & Inclusion ("DEI")

- Assist with the development and implementation of the DEI multi-year strategy, including assisting in developing DEI working groups.
- Ensure that all Golf Ontario ("GO") activities are viewed through a DEI lens.
- Stay current to leading and innovate diversity research, events, and topics.
- Manage the content for DEI on the gao.ca website. Review all media imagery and language to ensure that it is inclusive and displays diverse representation.
- Assist in establishing *Diversity Champions* who will actively partner with underrepresented communities within the golf industry. Act as a liaison between external advocacy groups, diversity champions, etc.
- Establish and distribute DEI resources for member clubs, enabling clubs to be active members of making a positive DEI impact in the golf industry.
- Provides executive support and consultancy on all DEI matters to business leaders.
- Integrate Indigenous reconciliation with land acknowledgements to all GO events throughout the province, and support regional reps by providing GO member facilities with region specific land acknowledgement statements.

### Team Culture

- Coordinate and deliver DEI and mandatory safe sport education and training to all staff, Board of Directors, volunteers, contractors, and any/all Golf Ontario representatives that are actively building relationships with community members.

- Collaborate with key executives to assist in shaping their roles as champions and advocates of DEI both internally and externally.
- Nurture a positive and *brilliant* work environment.

### Human Resources Management

- Coordinate the staff recruitment, screening and onboarding/orientation process.
- Conduct a review of hiring practices with a lens of inclusion to uncover any systemic barriers for underrepresented talent. Build a best-practise reference guide to share with the golf community.
- Ensure that hiring practices, policies, and applicant pools reflect the organizations DEI standards.
- Develop and lead annual staff education and training sessions, including the communication and implementation of new or revised policies and procedures.
- Develop reporting processes and procedures for incidents, complaints, and overall feedback to the organization to ensure effective communication and resolution of any issues, as required.
- Ensure that HR and related policies and protocols are current, robust, legal, and known.
- Provide annual budget inputs for HR matters and projects.

### Human Resources Administration

- Administer programs such as but not limited to the ‘Safe Sport’ and ‘Respect Programs’ for all staff, volunteers, and parents of athletes.
- Coordinate staff uniforms.
- Chair the Joint Health and Safety Committee.
- Attend and assist in the planning for all key people events including but not limited to Volunteers Day, the Annual General Meeting, Hall of Fame Induction Ceremony, and Staff events (eg. Golf, Retreat, holiday party, team building events, etc.).
- Coordinate other HR initiatives such as;
  - Employee Wellness initiatives
  - Employee Benefits plan
  - Vacation/absence tracking
  - Employee service recognition awards
  - Employee exit checklists

### KEY RELATIONSHIPS:

- Golf Ontario Staff
- Golf Ontario Board of Directors
- Golf Ontario Volunteers
- Industry Stakeholders, Associations, and affiliated groups.

### REQUISITE SKILLS / EXPERIENCE:

- Excellent verbal and written communication and interpersonal skills.
- Proven ability to work with a high degree of autonomy, delivering with accuracy and integrity.
- Minimum of 5 years as a Human Resources professional.
- CHRP/CHRL designation.
- Experience with DEI evolving business practices.
- Golf knowledge or experience is not required, but considered an asset.

**BEHAVIOURAL COMPETENCIES:**

- Collaborative relationship builder with strong influencing skills across all organizational levels.
- High level of cultural competence and adaptability.
- Good listener and ability to be non-judgemental and neutral in handling HR matters.
- A passion for 'shaping lives' for the better.
- Operates collaboratively, is people focused, respectful, and confidential.
- Our team is a strong group of passionate individuals, each *brilliant* and committed to what they do. Passion, operating with a high degree of autonomy, and dedicated role acumen are key success attributes to joining our team.

Please forward cover letter and resume to [HumanResources@gao.ca](mailto:HumanResources@gao.ca) before January 28, 2022 by e-mail only. Golf Ontario would like to thank all applicants but will contact only those who will be invited for an interview. Golf Ontario is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

*Golf Ontario is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify us at 905-852-1101 or [HumanResources@gao.ca](mailto:HumanResources@gao.ca).*