**Job Specification Template – Head of Human Resources**

The following sample Head of Human Resources job description is designed to support your upcoming recruitment needs. This template can be tailored based on the responsibilities, requirements, and benefits of the role you are sourcing for.

Please refer to the comments for more advice on editing each section of the document.

**Head of Human Resources**

***Job Location: [City, Country]***

***Job type: [remote, hybrid, on-site]***

***Salary banding [$XXX,XXX - $XXX,XXX]***

**Job Overview:**

An exciting opportunity has arisen for a highly personable and tenacious HR leader to support the ongoing development of a leading logistics business. This role offers a competitive salary range of $XX CAD per annum, based in the vibrant location of downtown Toronto. The successful candidate will be responsible for a wide range of strategic HR projects, including performance appraisals, succession planning, compensation and benefits, leadership development, reward, remuneration, and training.

**Key Responsibilities:**

* Drive the HR agenda by aligning HR strategies with organizational goals, supporting stakeholders in team development, and creating a performance-driven culture. Oversee training and career development programs, and lead projects to improve HR reporting, processes, and systems.
* Ensure compliance with Canadian employment laws, manage and mitigate legal risks, and provide expert advice on employee relations matters.
* Develop innovative strategies to recruit, engage, and retain top talent, and advise on recognition and reward programs to motivate and retain employees.

**The Skills You’ll Bring:**

* 10 years’ experience in a senior HR role, ideally within the logistics or manufacturing sectors, with a proven track record of managing an HR team at a senior level.
* CHRP or CHRL qualified and of graduate calibre, demonstrating a commitment to professional development.
* Strong IT, data, and technical skills, exceptional leadership capabilities, and excellent communication skills to convey HR concepts clearly to stakeholders at all levels.

**What sets this company apart:**

Our company is dedicated to providing a diverse and inclusive work environment where every team member can thrive. We offer a comprehensive benefits package designed to support your overall well-being and professional growth, including:

* Performance-based bonuses (up to 30% annually)
* Executive compensation package, including stock options and profit-sharing
* Enhanced pension plan with significant employer matching contributions
* Flexible working arrangements tailored to senior leaders
* Comprehensive health and wellness benefits, including mental health support and family health plans
* Generous vacation policy (X days + bank holidays) and additional leave options
* Access to leadership development programs, conferences, and industry events.

We are committed to creating a collaborative, dynamic working environment with significant career development opportunities.