**Job Specification Template – People Operations Manager**

The following sample People Operations Manager 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.

**People Operations Manager**

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

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

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

**Job Overview:**

Our client is seeking a People Operations Manager to lead their team and ensure the delivery of seamless and efficient HR services. This role offers a competitive salary range of $XX CAD and the flexibility of a hybrid work model, with only two days per week required in the office. The successful candidate will have the opportunity to make a significant impact by improving employee service processes and implementing innovative digital solutions. This is an excellent opportunity for a professional looking to advance their career in a dynamic and supportive environment.

**Key Responsibilities:**

* Lead and support the People Operations team, ensuring efficient handling of HR administration requests across the employee life cycle. Manage relationships with third-party providers and support the HR team with various projects.
* Identify opportunities for process improvement and automation to enhance employee servicing journeys. Leverage digital solutions and generative AI to streamline HR processes.
* Analyse people data to drive decision making and provide valuable insights. Act as Risk Champion for the People team, supporting with audit requests.

**The Skills You’ll Bring:**

* Extensive experience in HR administration or within an HR shared service model, with proven experience in managing teams effectively.
* Strong understanding of HR systems (experience with SuccessFactors is beneficial), excellent data analytical skills, and proficiency in Microsoft Office Suite.
* Excellent verbal and written communication skills, with the ability to solve problems and come up with innovative solutions to process challenges.

**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 XX% 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.